

Request for Quotations Of Goods

**Supply and delivery of laboratory equipment to
NamWater for Water Treatment Services'**

Procurement Reference No: G/RFQ/NW-019/2023

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Discount		
Contact Phone number	Work:	Mobile:

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2009, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Thursday, 28 July 2022 at 11h00
NO LATE BIDS WILL BE ACCEPTED!**



Namibia Water Corporation Ltd.
Private Bag 13389, Windhoek, Namibia
Tel: +264 61 71 2066
Fax: +264 61 21 0741

Letter of Invitation

[Name and Address of Bidder _____]

Procurement Reference Number: G/RFQ/NW-019/2023

14 July 2022

Dear Bidders,

Request for Quotations for Supply of Supply and delivery of laboratory equipment to NamWater for Water Treatment Services

NamWater 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 Procurement Management Unit (Tel: +264 61 71 2009, E-mail: bids@namwater.com.na) Private Bag 13389 Windhoek, Namibia.

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,

Procurement Management Unit

PMU

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NamWater 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
- (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) **EPA approved certificate**
- (h) **Calibration standard certificate**
- (i) **Submit Manufacturer authorization certificate.**
- (j) **Submit warranty/guarantee certificates of the product**

The obligatory documents indicated above, are acceptable as follows:

- A valid original document; or
- A valid certified copy of an original document, as certified by the Namibia Police.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be 2-3 months after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to NamWater 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 Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Thursday, 28 July 2022 at 11:00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

Quotations received by e-mail will not be considered

9. Opening of Quotations

Quotations will be opened internally by NamWater 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 three working days of the Opening.

10. Evaluation of Quotations

NamWater 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.

10.1. Mandatory Documents

ITEM	REQUIREMENT	CONFORM (YES/NO)
1	Has the bidder submitted a valid certified (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),	

	copy of company Registration Certificate;	
2	Has the bidder submitted a valid original or valid certified copy of an original, (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of Good Standing Tax Certificate;	
3	Has the bidder submitted a valid original or valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of Good Standing Social Security Certificate;	
4	Has the bidder submitted a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of Affirmative Action Compliance Certificate, or 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;	
5	Has the bidder submitted 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, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof.	
6.	A duly completed and signed Bid Securing Declaration form;	
7.	EPA approved certificate	
8.	Calibration standard certificate	
9.	Manufacturer authorization certificate.	
10.	Warranty/guarantee certificates of the product.	

BIDDERS THAT DO NOT MEET ANY OF THE ABOVE-MENTIONED CRITERIA SHALL BE DEEMED NON-RESPONSIVE AND SHALL BE DISQUALIFIED FROM FURTHER EVALUATION.

10.2. Evaluation Criteria

Item	Description	Criteria	Scores
1.	SUPPLY		40%
1.1.	Delivery schedule	Deviation in Delivery schedule: <ul style="list-style-type: none"> • 2 Weeks (On time delivery) – 10% • 4 Weeks – 5% • 4+ weeks – 0% 	10%

1.2.	The cost of major replacement components, mandatory spare parts, and service	Providing troubleshooting notes/routine maintenance plan for product <ul style="list-style-type: none"> • Proof Attached– 10% • No proof Attached – 0% 	10%
1.3.	After sales service support for the equipment offered	Submit product part replacement certificates of the product: <ul style="list-style-type: none"> • Proof Attached– 10% • No proof Attached – 0% 	10%
1.4.	Liquid Assets	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the Bidder shall be equivalent to the value of the bid. <ul style="list-style-type: none"> • Attached letter of Intent by a commercial bank (10%) • No attachment (0%) 	10%
2		TECHNICAL	50%
2.1.	Equipment specification and description	Equipment specification and description as described in this document. <ul style="list-style-type: none"> • User Requirement Specifications (URS) met – 15% • Deviation from URS – 5% • No URS met – 0% 	15%
2.2.	Equipment warranty	Equipment warranty (2years). <ul style="list-style-type: none"> • Two years warranty – 15% • One year warranty – 10% • 12 minimum – 5% 	15%
2.3.	Service Provisions availability turn-around time.	Submit sheet with turnaround time for fixing and supplying of parts of the product <ul style="list-style-type: none"> • Two Weeks – 10% • Four Weeks – 5% • More than Four Weeks - 0% 	10%

2.4.	Evaluation sheet describing the accuracy, precision and sensitivity range of the instrument	Submit a product certificate that indicates the higher and lower detection limits, the accuracy and repeatability of results : <ul style="list-style-type: none"> • Proof Attached – 10% • No proof Attached – 0% 	10%
3	Price		10%
	Discount	Discount and reasonable pricing per equipment supplied <ul style="list-style-type: none"> • 15% and up discount-10% • 10% discount -7% • 5% discount - 5% • 0% discount – 0% 	10%
Total			100%

The total evaluation score is out of **100 marks**. Only Bidders with at least **70 marks** score for Evaluation will proceed to the next evaluation criteria (**Financial Evaluation**). Bidders who fail to achieve the required minimum score of **70 marks** for Evaluation will be deemed as "non-responsive" and will be excluded from being considered for further evaluation.

Financial Evaluation: Only bidders who score above 70 % under Technical evaluation will be considered under this stage. At financial evaluation, stage the bid that is the lowest evaluated substantially responsive bid, which meets technical evaluation criteria, specified will be selected.

2. 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.

3. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

4. Margin of Preference

Not applicable

5. 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.

6. Notification of Award and Debriefing

NamWater 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, NamWater 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:	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	G/RFQ/NW-019/2023
Subject matter of Procurement:	Supply and delivery of laboratory equipment to NamWater for Water Treatment Services

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 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 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

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.*

					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

1.1. General

The Water Treatment section in Applied Scientific Services intends to acquire new and additional laboratory instruments for the laboratory in order to effectively provide concrete analysis for decision making and to ensure optimisation of all NamWater treatment plants. These instruments are very significant since they enable the evaluation of chemicals to be allocated to water treatment plants.

USER REQUIREMENT SPECIFICATIONS

Jar stirrer (Paddle stirrer) allow you to replicate the actual plant condition and operation. The Preferable product will be a four (4) paddle programmable and two (2) of six (6) paddle stirrers (Phipps and Bird). The stirrers should have the following important features:

- Programmable with memory bank that is not power dependent
- Should be able to run on sequential setting through all memory bank and independently in any one mode or manually at a selected speed
- Should have a digital read out
- Speed from 1 to 300 RPM (in one rpm increments)
- Run time of 1 second to 59 Minutes (in 59 second in one increments)
- Build in LED illumination and dust cover
- Stainless paddles place at about 7.5 cm apart and able to rotate simultaneously
- Regulated variable speed that can rotate at about 1300 rpm
- Powder coated steel uniframe chassis and or PVC covered

Complete laboratory with meters should include

- Reagents and apparatus necessary to run 100 tests on 24 or more parameters
- Multi-parameter handheld Colorimeter or Portable Spectrophotometer (Wavelength Accuracy $\pm 1\text{nm}$)
- Digital titrator (800 digit with $\pm 1\%$ accuracy)
- Pocket Pro plus Multi 2 for pH, conductivity, salinity and temperature (Accuracy: Cond, TDS and Sal $\pm 1\%$ while Temp $\pm 0.5^\circ\text{C}$)
- Turbidity Meter (read range 0 to 1000 NTU with $\pm 2\%$ accuracy)

Beakers, measuring cylinders and syringes luer lock

- Twenty four (24) Beakers 1000 ml (w/out spout ,Tall diameter 95mm height 180mm)
- Five (5) Graduated poly-propylene cylinder 500 mL
- Five (5) Graduated poly-propylene cylinder 1000 mL
- Package of syringes luer lock tip 1 mL (25/pk)

Section VII Special Conditions of Contract 15

- Package of syringes luer lock tip 2 mL (25/pk)
- Package of syringes luer lock tip 5 mL (25/pk)

Lab Scale Balance (GLP/GMP/ISO standard approved)

- Lab Scale Balance, accurate $\pm 1\%$ and readability at 0.005 mg up to a maximum of 500g

Calibration standards (EPA approval methods)

- pH calibration standards 500 mL for each standard pH 4, pH 7 and pH 10
- Turbidity meter calibration standards (20, 100 and 800 NTU) and a verifying standard (e.g. 10 NTU)

It should be noted that the supplier is not limited to the specification above and newer and advance equipment are welcomed provided they offer accurate reading and durability of the equipment.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-019/2023**

[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.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Laboratory Stirrer, programmable 6 paddle stirrer		
2.	Hach DREL complete Water Quality Laboratory with meters		
3.	Beakers 1000 ml (w/out spout ,Tall dia 95mm height 180mm)		
4.	Plastic Measuring cylinders (500 mL, 1000mL) each		
5.	Lab Scale Balance (accurate and readability at 0.001 mg up Max 500g)		
6.	Laboratory Stirrer, programmable 4 paddle stirrer		
7.	Syringes (1mL, 2mL and 5 mL) package each		
8.	Calibration standards (EPA Methods)		
9.	Submit Manufacturer authorization certificate		
10.	Submit warranty/guarantee certificates of the product		

** 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	

Deviation from specification:

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 **NamWater** (www.namawater.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 where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-019/2023**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Water Corporation (NamWater)
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NamWater, Head Office
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Section VII Special Conditions of Contract 18

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: For the NamWater, the address and the contact name shall be: (Tel: +264 61 71 2009), E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia</p> <hr/> <p>For the Supplier, the address and contact name shall be: _____</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within 90 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) invoice</p>
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<p>Terms of Payment GCC 16.1</p>	<p>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</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>

Section VII Special Conditions of Contract 19

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>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 (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18.1	<p>No performance security is required</p>
Discharge of Performance Security GCC 18.4	<p>Not applicable</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p>Procurement Reference No: G/RFW/Q/NW-019/2023 Supply and delivery of laboratory equipment to NamWater for Water Treatment Services</p>
Insurance GCC 24.1	<p>Not applicable</p>
Transportation GCC 25	<p>The Goods shall be delivered: DDP – Delivered Duty Paid</p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be: Instrument will be inspected and tested to determine the suitability of their use. Instrument will also be checked against other calibrated instruments</p>
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at: NamWater Head office</p>
Liquidated Damages GCC 27.1	<p>Not applicable</p>

Section VII Special Conditions of Contract 20

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: 365 day(s)
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 14 day(s)

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-019/2023**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid company Registration Certificate Copy from Ministry of Trade and Industry		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from Social Security Commission or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Valid 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;		
EPA approved certificate		
Calibration standard certificate		
Manuals		
Manufacturer authorization letter		