



BIDDING DOCUMENTS

Issued on: 27 April 2022

Provision of gardening services at Gobabis NamWater office for a period of 36 months

Procurement Reference No: NCS/RFQ/NW – 001/2023

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (36 months) Excl. VAT		
Contact Phone number	Work:	Mobile:

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (PMU) (bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: Tuesday, 07 June 2022 at 11h00

**Non-Compulsory site meeting: Tuesday, 17 May 2022, Time: 10H00, Location: Gobabis
NamWater Office**

NO LATE BIDS WILL BE ACCEPTED!



Letter of Invitation

[Name and Address of Bidder _____]

Procurement Reference Number NCS/RFQ/NW – 001/2023

27 April 2022

Dear Sirs,

Request for Quotations for Provision of gardening services at Gobabis NamWater office for a period of 36 months

NamWater invites you to submit your best quote for the services described in detail hereunder. Advantages will be given to SME's **registered and operating from the (Omaheke) region where services will be rendered.**

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

Queries, if any, should be addressed to 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

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 site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for 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) have a certificate indicating SME Status
- (f) Submit signed Bid-securing Declaration.

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- (g) 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;
- (h) A comprehensive Company profile shall be submitted by the Bidder that includes the following information: Bidder's physical and postal address, contact details, organizational structure.
- (i) Documentary proof of at least 2 years continuous experience in gardening services. Testimonials/ reference letters should be clearly indicative of the period (term) for which a bidder has provided such services.
- (j) Certificate of fitness form a relative local Authority (Town Council, Regional Council or Municipality within the region applying.

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 or Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of 36 months.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

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

9. 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 **Tuesday, 07 June 2022 at 11h00**. Quotations

by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by NamWater immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of NamWater and available to any bidder on request within three working days of the Opening.

11. 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 evaluated cost to determine the lowest evaluated quotation

Details of Technical Evaluation Markings	
	Max Marks
Company Profile and Experience	
Service Provider with minimum 2 years of gardening services	
<ul style="list-style-type: none"> • More than 2 years = 40 points • Less than 2 years = 20 points • No Experience = 0 points 	40
Experience in providing gardening services to businesses/companies that are comparable in size, profile and security requirements to NamWater.	
<ul style="list-style-type: none"> • Detailed company profile indicating the following: = 20 points <ul style="list-style-type: none"> ✓ Business address ✓ Demographics (number of employees) ✓ Geography (operation coverage) ✓ Office space • Company profile not clearly narrated = 10 Points • No company profile = 0 points 	20
Client References – two recent contract references	
<ul style="list-style-type: none"> • At most 2 references were contactable = 40 points • At most 1 references were contactable = 20 points • No reference was contactable = 0 points 	40
Sub Total (A)	100
TOTAL MARKS-Technical	100

11.1.Financial Evaluation

Bidders will be ranked according to the price quoted (from lowest to highest) the bid shall be awarded to the lowest evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No 15 or 2015).

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

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

With reference to the Directive Issued in terms of Section 73 of the Public Procurement Act, 2015 (Act No. 15 of 2015) on Reservation to Local Suppliers, dated 23 May 2019. This bidding exercise shall be reserved for service providers registered and operating from the region where services will be rendered.

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

Certificate of fitness from a relative local Authority (Town Council, Regional Council or Municipality within the region applying.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17. Notification of Award and Debriefing

NamWater shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule 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 may be rejected.]

Quotation Addressed to:	Namibia Water Corporation Ltd
Procurement Reference Number:	NCS/RFQ/NW – 001/2023
Subject matter of Procurement:	Provision of gardening services at Gobabis NamWater office for a period of 36 months

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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 disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the bid validity.

The service will commence within 30 days from date of signing of a contract.

The services will be completed within 36 months from date of signing of a contract.

Quotation Authorised By:

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

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.: NCS/RFQ/NW – 001/2023

To: Namibia Water Corporation Ltd

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.]



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: SCOPE OF SERVICES

A. Purpose of the service

The Namibia Water Corporation herein referred to as the Employer/NamWater requires the Service Provider to provide Gardening Services to its Business Unit Central Offices to the highest industry standards and not less than in accordance with the minimum service levels outlined below.

It is for the Service Provider to determine its gardening strategy in terms of human resources and equipment to deploy within the working hours that are indicated by the Employer except for those sites where the Employer has clearly made request for cleaner on-site and on a continuous basis. Section VI- Schedules contains the details of labour force and working hours of the Service Provider who is presently providing the services (where applicable) for information.

B. Gardening Services Background

The Namibia Water Corporation intends to outsource Gardening Services to Service Providers at its Business Unit Central Office through a Service Level Agreement (SLA). The material and resources used will be for the Service Provider's own account, taking responsibility for all risks including management of gardening staff, servicing of gardening equipment, , refuse removal and cleaning of material stock control.

C. Areas included in the scope of services

#	Region	Site
1	Business Unit Central	Gobabis – Area Office

D. Gardening Services

i. Gardening of Building Exterior

All work should be undertaken in accordance with recognized best practice in the industry and with the applicable Occupational Safety and Health Legislations. The Service Provider is responsible for the maintenance of the minimum standards of cleaning and performance quality set forth in this document, regardless of the staff absences through sickness or holidays. Any

defects noticed by cleaners must be registered and reported to the Client cleaning supervisor so that the necessary measures can be taken.

ii. Gardening days and gardening times

Gardening should take place on weekdays, Monday to Friday, between the hours of **08:00am and 17:00pm**. No changes in the agreed days or time can be made prior to obtaining clearance by the Employer's gardening supervisor.

iii. General Gardening Specifications

1. Weekly Activities:

- All rubbish bins and plastic bags emptied and the bag replaced.
- Cleaning of the outside grounds and ensuring the outside grounds within the Employer's compound are tidy and free from debris, rubbish, leaves, etc
- Cleaning terrain of weeds on interlocking and open terrains and fences
- Pruning of trees
- Watering of garden
- General tidiness of the terrain and main
- Spraying for insects on plants
- Providing fertilizer for plants
- Sweeping of interlocks and tar road surfaces
- Mowing of lawn
- Removal of garden refuse
- Cleaning and removal cobwebs on car ports
- Cleaning of all signs

2. Refuse removal

The service provider shall remove all refuse from the premises and dump such at designated dumping sites.

Section A:

Gardening Services 2 Workers:

The following gardening services are needed to ASSIST the current Workhand five days per week at Gobabis NamWater Office which will start at the main entrance from the road up to the Main building, including the parking area and surrounding offices.

Garden area size: 2500 m²

A high standard of hygiene and neatness shall be maintained at all times.

Gardening equipment, lawn mowers, pruning scissors, brooms, rakes and PPE etc. should be provided by the service provider.

Gardening services shall commence at 08:00 up to 17:00 with a lunch break between 13:00 and 14:00. Last Friday of the month 08:00 to 13:00 for payday.

Section B:

Gardening Services 2 Workers per site:

The following gardening services are for five days per week at Gobabis Area Office which will start at the main entrance from the road up to the Main building parking, including all parking area and paved areas.

Garden, car ports and paved area:		
General tidiness of the terrain and main entrance	Weekly	
Watering of garden	Weekly	
Pruning of trees	Quarterly	
Pruning of bougainvillea's	Quarterly	
Cleaning terrain of weeds on interlocking and open terrains and fences	Weekly	
Spraying for insects on plants	As necessary	
Providing fertilizer for plants	Quarterly	
Sweeping of interlocks and tar road surfaces	Weekly	
Removal of garden refuse	Weekly	
Mowing of lawn	Weekly	Future development
Cleaning and removal cobwebs on car ports	Weekly	
Cleaning of all signs	Weekly	

Cleaning a 2 meter perimeter around all the buildings – weekly

Cleaning the whole area from vegetation – twice a year

Clean 2 m wide inside and outside the fence- every 3 months

Total office area: 34 262 m²
Garden area sizes: Gobabis 2 500 m²
Buildings: 3 126 m²
Lawns: 830 m²
Ponds: 1 050 m²
Area to keep clean from vegetation: 26 756 m²

A high standard of hygiene and neatness shall be maintained at all times.

Gardening equipment, brooms, lawn mower, pruning scissors, brooms, rakes and PPE etc. should be provided by the bidder.

Gardening services shall commence at 08:00 up to 17:00 with a lunch break between 13:00 and 14:00. Last Friday of the month 08:00 to 13:00 for payday.

#	Region	Site	Number of Cleaners
1	Business Unit Central	Gobabis – Area Office	2

1. Staff identification card

The Service Provider shall provide uniforms whose pattern and colour shall be approved by the Employer. For each person, the uniform should mainly consist of two sets of safari suits and one pair of shoes. Additionally, the service provider must supply each employee with an identification card. The following information must be on the card:

- i. The name of the firm (Service provider)
- ii. Name of employee

The card must be worn at all times to be visible whilst on NamWater premises.

It shall also comply with the related legislations in respect of wages, leave entitlement and pension contributions for its personnel.

C: Performance Monitoring

1. Objective:

The Representatives of the Employer and the Service Provider shall meet at top management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the service.

2. Management Meetings

The representatives of the Employer shall, after consultation with the Service Provider, set up a Management Committee comprising Employer's representatives who are involved in one way or the other in the administration of the gardening services at the organizational or regional levels, and the supervisory staff of the Service Provider who are responsible for the sites that have been entrusted to the Service Provider. There shall be separate committee arrangements where the contract of the Public Entity has been awarded to two or more Service Providers.

Management meetings are meant to review on the services provided to the organization as a whole and they are not meant to substitute the regular consultations and meetings that are usually held at regional or section level for day to day matters.

The scope of the Committee(s) shall be for:

-
- (a) reviewing major shortcomings that have occurred on the sites in the past months and measures taken thereon;
 - (b) taking cognizance of complaints made by the Employer's representatives and action taken by the Service Provider;
 - (c) attending to weaknesses in respect of facilities deployed by the Service Provider on the sites and need for improvement;
 - (d) assessing the arrangements made by the Service Provider in terms of human resource and logistics; and
 - (e) Attending to other matters related to contractual obligations of the Service Provider(s).

Appropriate records of the Management Meetings shall be kept by the Employer.

3. Post Contract Evaluation Report

After the completion of the contract period, the Employer shall prepare a performance report that shall reflect the service level based on recorded facts. A copy of the report shall be forwarded to the Service Provider for its information and allowing the latter at the same time the possibility to express its disagreement with the report, if any. A copy of the report and response of the Service Provider shall be kept in the procurement file for all intent and purpose.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NW – 001/2023**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (per month)	Total Price (36 months)
A*	B*	C*	D*	E	F
1	Gobabis – Area Office	36	Monthly		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NW – 001/2023**

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Service Provider with minimum 2 years gardening services		
2	Experience in providing cleaning services to businesses/companies that are comparable in size, profile and security requirements to NamWater.		
3	Client References – two recent contract references		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NW – 001/2023

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect from the date of signing of the contract.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities 36 months after contract signing.
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer is :</p> <p style="text-align: center;">Procurement Management Unit Namibia Water Corporation Ltd. 176 Iscor Street, Aigams Building Windhoek</p> <p>The Authorized Representative of the Service Provider is: _____</p>
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not Applicable.
GCC 2.7 Reporting Obligations	The Service Provider shall report to: TBC
GCC 2.10 Performance Security	Not Applicable.
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NW – 001/2023

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Documents evidencing eligibility	
Comprehensive Company profile that includes the following information: Bidder's physical and postal address, contact details, organizational structure.	
Documentary proof of at least 2 years continuous experience in gardening services. Testimonials/ reference letters should be clearly indicative of the period (term) for which a bidder has provided such services.	
Supervisory structure to monitor gardening personnel (ID Documents of all staff personnel)	
Certificate of fitness form a relative local Authority (Town Council, Regional Council or Municipality within the region applying.	
SME Certificate 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).	
Valid company Registration Certificate Copy from Ministry of Trade and Industry (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).	
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; (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).	