



# ONIIPA TOWN COUNCIL

Tel: +264 65 245700/10  
Fax: +264 65 245 711

PO Box 25179  
Onandjokwe, Namibia

Onandjokwe Road  
Oniipa, Namibia

**Request for Quotations  
For Non-Consultancy Services  
Lump-Sum**

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**REFUSE REMOVAL AND DISPOSAL SERVICES FOR ONIIPA TOWN COUNCIL FOR A PERIOD  
OF TWO (2) YEARS**

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**Procurement Reference No: NCS/RFQ/ONPTC – 05/2023/2024**

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

E-mail of Bidder: \_\_\_\_\_

Contact No. of Bidder: \_\_\_\_\_

**Deadline: Wednesday, 4<sup>th</sup> October 2023**



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## Letter of Invitation

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.....

**Procurement Reference No. NCS/RFQ/ONPTC-05/2023-2024**

**20<sup>th</sup> September 2023**

Dear Sir/ Madam,

### **Request for Quotations: Refuse Removal and Disposal Services for Oniipa Town Council**

The Oniipa Town Council invites you to submit your best quote for the items described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to our **Head of Procurement Management Unit, Mr. Erastus T. Sheya / 065-245700 /081 2284030** or email: [esheya@oniipatc.org.na](mailto:esheya@oniipatc.org.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,

*ETSheya*  
ERASTUS T. SHEYA

HEAD OF PROCUREMENT MANAGEMENT UNIT

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

Oniipa Town Council reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 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 Compliance Sheet 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 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 bid submission deadline.

### **4. Eligibility Criteria**

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

- (a) have a valid certified copy of 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 (for 100% Namibian owned SME and entities 51% or more equity owned by Namibian citizens);
- (f) Submit signed Bid-securing Declaration.
- (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;
- (h) have a valid certified copy of a fitness certificate;
- (i) have proof of Vehicle hiring arrangements to be submitted if hiring or;
- (j) Valid Vehicle License and Certificate of Registration (Vehicle capacity should not be less than 3 tons)
- (l) The successful bidder shall carry out his / her services three days in a week.

## 5. Bid Securing Declaration

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

## 6. Services Completion Period

The completion period for services shall be *6 months* after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

## 7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together 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, addressed to the Public Entity 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 **Oniipa Town Council Offices, Main Road 121 Oniipa**, not later than **Wednesday, 4<sup>th</sup> October 2023 at 12H00**. Quotations by post or hand delivered should reach **Oniipa Town Council Offices, Main Road 121, Oniipa** 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 the Public Entity 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 Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 11. 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 evaluated cost to determine the lowest evaluated quotation.

## 12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope.

Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements. Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

**13. Prices and Currency of Payment**

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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. Award of Contract**

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

**15. Notification of Award and Debriefing**

The Public Entity 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 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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to :	Oniipa Town Council
Procurement Reference Number:	NCS/RFQ/ONPTC-05/2023-2024
Subject matter of Procurement:	Refuse Removal And Disposal Services For Oniipa Town Council

We offer to provide the services detailed in the Scope of Service, 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.

The validity period of our Quotation is 90 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 quotation validity.

The services will commence within **90 days** from date of issue of Purchase Order/ Letter of Acceptance.

The services will be commencing within **7 days** from date of issue of Purchase Order/ Letter of acceptance.

**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: .....

Procurement Ref No.: .....

To: Oniipa Town Council

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

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

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

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

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

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

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

Duly authorized to sign the bid for and on behalf of: .....

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:*

- 16. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 17. *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

#### DETAILS OF THE SERVICE AREA

##### 3.1.1 General Description

The service area is Onethindi Extension 2, 3, 4, 5, 6 and 7. The service area excludes residential areas. This Contract provides for the rendering of waste collection services **three (3) days a week** to the following waste collection points:

**Table 1: Waste collection points for the various collection categories <sup>(2)</sup>.**

Collection Category	Location/ Extension	Type of General Containers in Use <sup>(1)</sup>	Type of Special Containers in Use <sup>(1)</sup>	Required Frequency of Collection
Residential Stands <sup>(2)</sup>	-	85/90 litre Bin	Sealed black plastic bags	-
Public Open space	Onethindi Extension 2,3,4,5,6 & 7	<ul style="list-style-type: none"> <li>▪ 85/90 litre Bin</li> <li>▪ Skip containers</li> <li>▪ Pole mounted Drum Bins</li> <li>▪ Waste collection cages</li> </ul>	Bulk waste containers and Sealed black plastic bags	As required
Business(formal and informal, commercial, light industrial Premises & offices) <sup>(2)</sup>	Onethindi Extension 2,3,4,5,6 & 7	<ul style="list-style-type: none"> <li>▪ 85/90 litre Bin</li> <li>▪ Skip containers</li> <li>▪ Pole mounted Drum Bins</li> </ul>	Bulk waste containers	As required
Pre-school Centres Primary Schools Secondary/High Schools	Onethindi Extension 2,3,4,5,6 & 7	85/90 litre Bin	<ul style="list-style-type: none"> <li>▪ Sealed black plastic bags</li> <li>▪ Bulk waste containers</li> </ul>	As required
Hospital	-	85/90 litre Bin	Sealed black plastic bags	-
Health Centres	-	85/90 litre Bin	Sealed black plastic bags	-
Clinics	-	85/90 litre Bin	Sealed black plastic bags	-
Medical Doctors	-	85/90 litre Bin	Sealed black plastic bags	-

Note (1): "General Containers" refers to containers suitable for the collection and storage of general waste, whilst "Special Containers" refers to containers designed for the collection and storage for either industrial hazardous waste or medical waste.

Note (2): Invoice for payment shall strictly be done based on the number of days the Contractor collects the waste per week. This number should not exceed 3 days per week.

In addition to the collection, transport and disposal of waste from collection points as defined in Table 1, the waste collection service to be rendered will also include the following:

**Table 2: Additional waste management services required.**

Description of Service Required	Extent of Service Required	Required Frequency
Collection, cleaning the surroundings, transport and disposal of waste from business/public litterbins	Within service area	1/week
Removal of waste bags/ garden waste	Within service area	1/week
Litter picking from streets and sidewalks, open stand, public spaces, parks and open space, from public gathering facilities at informal settlements in town.	When requested	On request

### **3.1.2 Specifications of the Truck**

The Vehicle/Truck to be used in the tender must be between **3-7 Tons**. It must not be a normal truck but designed in such a way that refuses will not fall out during transportation to the disposal site. It should have a cover at the back, a net wire on sides and a plastic net to cover waste during transportation. The truck to be involved in the project must be roadworthy and in working condition that shall not cause unnecessary accidents.

**Documentary proof of ownership or letter of intent to lease the truck from a reliable institution must be attached to the bid document.**

### **3.1.3 Description of Service Area and Accesses**

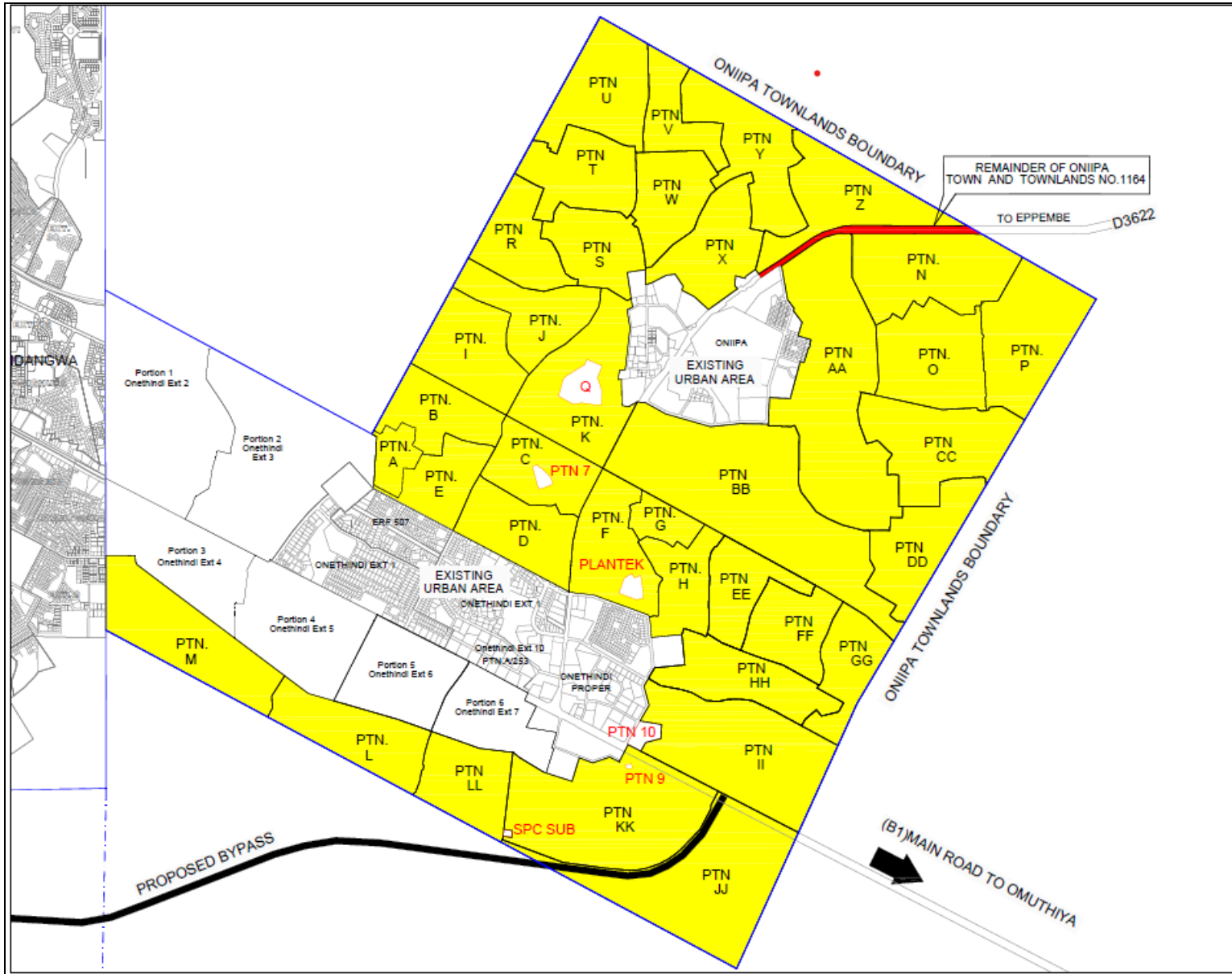
Onethindi Extension 2, 3, 4, 5, 6 and 7 comprise of a surfaced road (B1 Main Road to Ondangwa) and dirt roads for door-to-door collection of commercial waste, non-hazardous industrial waste and other special waste, street litter bins, various numbers of open stands, open spaces, parks and public gathering areas. Door-to-door collection of domestic waste is not included in this contract. This contract will involve the collection and transport of all collected waste to the disposal site in Ondangwa or prescribed scrap metal merchant for the depositing thereof. A layout of the service area is given below:

### **3.2. Penalties**

The events or malpractices for which penalties shall be applied and the corresponding amounts of the penalties are as follows:

- a) Failure by the service provider to operate on any of the operating days, for each hour or part thereof during the agreed operating hours: N\$ 1000.
- b) Failure to complete the rounds of a scheduled service area on any specific day according to the agreed operational plan, per area or part thereof: N\$1000.00

- c) Failure by the service provider to collect and dispose of illegally dumped waste (including all categories of waste): N\$1000.
- d) Failure by service provider to have waste removed from paved road surfaces: N\$1000.
- e) Failure by the service provider to attend monthly project meetings: N\$200.00 for first incident, escalating by N\$200.00 for each further incident to a maximum of N\$1000.00 per incident.
- f) Failure by the service provider to keep the required operational records: N\$200.00 for first incident, escalating by N\$200.00 for each further incident to a maximum of N\$1000.00 per incident.
- g) Any expenses incurred by the Council/employer for supervision or operation as a result of failure by the service provider to complete the scheduled area on time. N\$1000.00 per incidence.
- h) Damage caused to private property or council property as a result of negligence on the side of the contractor, his/her employees or subcontractors: The cost of repairs by the service provider approved by council/employer plus N\$250.00 for first incident, escalating by N\$250.00 for each further incident to a maximum of N\$1000.00 per incident.
- i) Burning of any waste by a service provider (contractor) shall be: N\$1000.00.
- j) Failure to provide personnel (applicable PPC: personnel protective clothing) while on duty: N\$500.00 on each encounter.



**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: \_\_\_\_\_

[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 re-designed and customized as per the type of services required].

Currency of Quotation: \_\_\_\_\_

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Door-to-door collection and transport (10 km freehaul) of dry non-hazardous waste for disposal at the Ondangwa waste disposal site from Onethindi Ext 2	24	Months		
2	Door-to-door collection and transport (10 km freehaul) of dry non-hazardous waste for disposal at the Ondangwa waste disposal site from Onethindi Ext 3	24	Months		
3	Door-to-door collection and transport (10 km freehaul) of dry non-hazardous waste for disposal at the Ondangwa waste disposal site from Onethindi Ext 4	24	Months		
4	Door-to-door collection and transport (10 km freehaul) of dry non-hazardous waste for disposal at the Ondangwa waste disposal site from Onethindi Ext 5	24	Months		
5	Door-to-door collection and transport (10 km freehaul) of dry non-hazardous waste for disposal at the Ondangwa waste disposal site from Onethindi Ext 6	24	Months		
6	Door-to-door collection and transport (10 km freehaul) of dry non-hazardous waste for disposal at the Ondangwa waste disposal site from Onethindi Ext 7	24	Months		
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @</b> %	
				<b>Total</b>	

Enter 0% VAT rate if VAT exempt.

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

**Priced Activity Schedule Authorised by:** [insert company seal]

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET**

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: \_\_\_\_\_

*[Bidders should complete columns C and D with the specifications 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.]*

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1	3-7 Ton Truck		
2	Valid Vehicle Registration Certificate		
3			
4			
5			
6			

\* 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-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

**SECTION VII: SPECIAL CONDITIONS OF CONTRACT**

Procurement Reference Number: \_\_\_\_\_

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

<b>Subject and GCC Reference</b>	<b>Special Conditions</b>
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: For Oniipa Town Council, the address and the contact name shall be: Oniipa Town Council, P O Box 25179, Onandjokwe For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
<b>Authorised Representatives</b> GCC 1.6	The Authorised Representatives are: For the Public Entity: _____ For the Service Provider <i>[to be inserted at contract signing]</i> : _____
<b>Effectiveness of Contract</b> GCC 2.1	The date on which this Contract shall come into effect is: _____

<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is 01 December 2022.
<b>Intended Completion Date</b> <b>GCC 2.3</b>	The intended completion date is _____.
<b>Prohibition</b> <b>GCC 3.2.3(c)</b>	List of Activities: _____.
<b>Service Provider's Actions Requiring Public Entity's Prior approval</b> <b>GCC 3.7(c)</b>	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> <b>GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: _____
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Liquidated damages for the whole contract are <i>None</i> . The maximum amount of liquidated damages for the whole contract is <i>N/A</i> of the final contract price.
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	The percentage to be used for the calculation of lack of Performance Penalty(ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security</b> <b>GCC 3.11</b>	(i) No Performance Security is required

<b>Assistance and Exemptions</b> <b>GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are ( <i>where applicable</i> ): _____
<b>Contract Price</b> <b>GCC 6.2(a)</b>	The amount in local currency is Namibian Dollars.
<b>Terms and Condition of Payment</b> <b>GCC 6.4</b>	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments</b> <b>GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 30 days in the case of the final payment.  The interest rate is N/A.
<b>Price Adjustment</b> <b>GCC 6.6.1</b>	Price adjustment <i>is not</i> applicable.
<b>Identifying Defects</b> <b>GCC 7.1</b>	The following inspections shall be carried out: _____  The defect liability period is: N/A
<b>Dispute Settlement</b> <b>GCC 8.2</b>	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
<b>Dispute Settlement</b> <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b> <b>GCC 8.2.4</b>	The arbitration procedures of N/A will be used (applicable to overseas service provider)
<b>Dispute Settlement</b> <b>GCC 8.2.5</b>	Not Applicable

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

**NB! The cost structure should be certified by a Certified Accountant**

**SCHEDULE 4**

**QUOTATION CHECKLIST SCHEDULE**

*[Public Entity to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.:**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Insert any other	

**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.*