



REPUBLIC OF NAMIBIA



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**Omaheke Regional Council**

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# **Request for Sealed Quotations for Goods**

## **Supply and Delivery of Branded Promotional and Exhibition Materials**

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**Procurement Reference No:  
G/RFQ/OMA/ORC – 145/2024/2025**

Omaheke Regional Council  
Private Bag 2277  
Omaheke Regional Office Park  
Portion 39, Gobabis Townlands No. 114  
GOBABIS  
Namibia

Tel. No.: +264 62 566 500  
Fax No.: +264 62 562 432  
Email: [info@omahekerc.gov.na](mailto:info@omahekerc.gov.na)

31 October 2024

.....  
[Bidder's Initial]



REPUBLIC OF NAMIBIA



**Omaheke Regional Council**

Tel: 062-566500  
Fax: 062-562432  
Web Address: [www.omahekerc.gov.na](http://www.omahekerc.gov.na)

Private Bag 2277  
GOBABIS

**Letter of Invitation**

*[Name and Address of Bidder]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G/RFQ/OMA/ORC – 145/2024/2025**

31 October 2024

Dear Sirs,

**Request for Quotations for Supply and Delivery of Branded Promotional and Exhibition Materials**


The Omaheke Regional 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 **Mr Seth Imasiku** at [imasiku@omahekerc.gov.na](mailto:imasiku@omahekerc.gov.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,

  
21/10/2024

**SETH IMASIKU**  
**SECRETARY TO THE PROCUREMENT COMMITTEE**

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*[Bidder's Initial]*

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Omaheke Regional Council** 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 **30** 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 **or certified copy** of a valid good Standing Tax Certificate;
- (c) have an original, **certified copy or electronic printout** of a 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 Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration; and
- (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) Submit picture samples of the items offered or similar goods previously produced.

### 5. Bid Security/Bid Securing Declaration

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

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[Bidder's Initial]

**6. Delivery**

Delivery shall be **14 days** after acceptance/issue of Purchase Order. Deviation in delivery period **shall be considered if such deviation is reasonable.**

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

**Physical inspection of goods upon delivery.**

**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 **Omaheke Regional Council Head Office, Omaheke Regional Office Park, Gobabis**, not later than **08 November 2024 at 11h00**. Quotations by post or hand delivered should reach the same address by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail 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 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**

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:

**Not Applicable**

.....  
[Bidder's Initial]

- 13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:  
**Not Applicable**

**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.

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*[Bidder's Initial]*

## SECTION II: QUOTATION LETTER

*(to be completed by Bidders)*

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to:	<b>Omaheke Regional Council</b>
Procurement Reference Number:	<b>G/RFQ/OMA/ORC – 145/2024/2025</b>
Subject matter of Procurement:	<b>Supply and Delivery of Branded Promotional and Exhibition Materials</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

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.

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	

.....  
*[Bidder's Initial]*

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.: G/RFQ/OMA/ORC – 145/2024/2025**

**To:** Omaheke Regional Council  
Private Bag 2277  
GOBABIS  
Namibia

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**

.....  
*[Bidder's Initial]*



**Republic of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of Section 138 of the Labour Act, 2007 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:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

.....  
*[Bidder's Initial]*



## 2. PROCUREMENT DETAILS

Procurement Reference No.: **G/RFQ/OMA/ORC – 145/2024/2025**

Procurement Description: **Supply and Delivery of Branded Promotional and Exhibition Materials**

Anticipated Contract Duration: **14 Days**

Location where work will be done, good/services will be delivered: **Omaheke Regional Council Head Office, Gobabis**

## 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.*

.....  
*[Bidder's Initial]*



9.	Lapel pins – rectangular, ± 20 mm x 13 mm (with Namibian flag dome sticker)	100	Each							
10.	Lapel pins – round, ± 20 mm (with full-colour dome sticker)	100	Each							
11.	Director’s chairs – black (with one-position full-colour printing), steel frame	2	Each							
12.	Folding table – bi-fold, plastic, white (no branding)	1	Each							
						<b>TOTAL</b>				
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

.....  
[Bidder's Initial]

## **SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

### **1. Supply of promotional and exhibition materials**

The service provider shall supply the following promotional and exhibition materials to be branded with artwork provided by the Omaheke Regional Council:

- Notebooks – A5, 160 pages, black (one-position full-colour screen or digital printing)
- Presentation folders – A4, gloss, inside pocket (with full-colour 4/4 printing front and back)
- USB Memory sticks – 8 GB, both USB 2.0 and USC-C interface, black and white/silver (with full-colour dome sticker)
- Gift bags – ± 23 cm height, black (two-position full-colour screen printing)
- Lanyards – woven, black (with full-colour digital, screen or sublimation printing)
- 2025 Desk calendars – A2, gloss, 14 pages (with full-colour 4/4 printing)
- Ballpoint pens – black ink, silver barrel (with pad printing)
- Table cloth – ± 2,5 m x 3,5 m, black (with full-colour screen printing)
- Lapel pins – rectangular, ± 20 mm x 13 mm (with Namibian flag dome sticker)
- Lapel pins – round, ± 20 mm (with full-colour dome sticker)
- Director’s chairs – black (with one-position full-colour printing), steel frame
- Folding table – bi-fold, plastic, white (no branding)

### **2. Designing of artwork**

The service provider shall create preliminary artwork for branding which should be approved by a representative of the Regional Council and modifying the designs as required by the Regional Council representative.


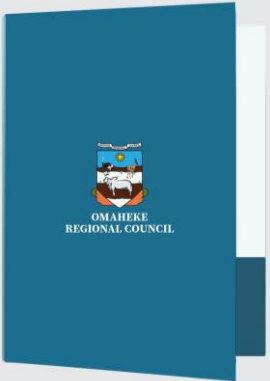
### **3. Branding, production and delivery**

The service provider will be required to manage the branding and production process of the items and deliver the finished products to the Regional Council.

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[Bidder's Initial]




## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OMA/ORC – 145/2024/2025

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>
<b>1</b>	<p><b>Notebooks</b>                      Size: A5                      Pages: 160 pages (80 sheets), ivory, lined, bookmark ribbon                      Cover: black (soft touch), elastic binder                      Branding: one-position full-colour screen or digital printing</p> 		
<b>2</b>	<p><b>Presentation folders</b>                      Size: A4 with inside pocket                      Finish: Gloss                      Branding: full-colour 4/4 printing front, back and pocket</p> 		




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*[Bidder's Initial]*

Section VII Special Conditions of Contract 14

<p><b>3</b></p>	<p><b>USB Memory sticks</b>                  Size: 8 GB                  Interface: both USB 2.0 and USC-C                  Colours: black and white/silver                  Branding: full-colour dome sticker</p> 		
<p><b>4</b></p>	<p><b>Gift bags</b>                  Size: ± 23 cm height                  Colour: black                  Branding: two-position full-colour screen printing</p> 		
<p><b>5</b></p>	<p><b>Lanyards</b>                  Type: woven                  Colour: black                  Branding: full-colour digital, screen or sublimation printing</p> 		





.....  
*[Bidder's Initial]*

Section VII Special Conditions of Contract 15

<p><b>6</b></p>	<p><b>2025 Desk calendars</b>                  Size: A2                  Pages: 14 (13 months and cover), gloss                  Printing: full-colour 4/4</p> 		
<p><b>7</b></p>	<p><b>Ballpoint pens</b>                  Colour: black ink, silver barrel                  Features: plunge action mechanism                  Branding: pad printing (dark grey)</p> 		
<p><b>8</b></p>	<p><b>Table cloth</b>                  Size: ± 2,5 m x 3,5 m                  Colour: black                  Branding: full-colour screen or digital printing</p> 		

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 [Bidder's Initial]

Section VII Special Conditions of Contract 16

<p><b>9</b></p>	<p><b>Lapel pins (rectangular)</b>                  Size: ± 20 mm x 14 mm                  Branding: Namibian flag dome sticker</p> 		
<p><b>10</b></p>	<p><b>Lapel pins (round)</b>                  Size: 20 mm                  Branding: full-colour dome sticker</p> 		
<p><b>11</b></p>	<p><b>Director's chairs</b>                  Colour: black with steel frame                  Branding: two-position full-colour printing</p> 		
<p><b>12</b></p>	<p><b>Folding table (bi-fold) – no branding</b>                  Size: ± 200 cm x 80 cm                  Colour: white plastic</p> 		

*Please see overleaf*

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*[Bidder's Initial]*



Section VII Special Conditions of Contract 17

*[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.]*

**Specifications and Compliance Sheet Authorised By:**

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

.....  
*[Bidder's Initial]*

## 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 (<https://omahekerc.gov.na>) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/OMA/ORC – 145/2024/2025**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <b>Omaheke Regional Council</b>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is <u>Omaheke Regional Council Head Office, Gobabis</u>
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the <b>Omaheke Regional Council</b> , the address and the contact name shall be: <u>Mr Pecka Semba, Chief Regional Officer, Omaheke Regional Council, Private Bag 2277, GOBABIS</u> For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within <b>150</b> days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;

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[Bidder's Initial]

Section VII Special Conditions of Contract 19

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Price Adjustment GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed <b>shall not</b> 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>
<b>Terms of Payment GCC 16.1</b>	<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>
<b>Terms of Payment GCC 16.3</b>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment GCC 16.4 (a)</b>	<p>The price <b>shall not</b> adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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> <p>ii) An interest rate of <b>0 per cent</b> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security GCC 18.1</b>	<p>No performance security is required</p>
<b>Discharge of Performance Security GCC 18.4</b>	<p><b>Not Applicable</b></p>
<b>Packing GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: <u>Omaheke Regional Council - G/RFQ/OMA/ORC – 145/2024/2025</u></p>
<b>Insurance GCC 24.1</b>	<p><b>None</b></p>

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[Bidder's Initial]

Section VII Special Conditions of Contract 20

Subject and GCC clause reference	Special Conditions
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>DDP (Delivered Duty Paid)</b> .
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <b>Physical inspection of goods upon delivery.</b>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <b>Omaheke Regional Council Head Office, Gobabis</b>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are <b>0 per cent</b> per day. The maximum amount of liquidated damages for the whole contract is <b>0 per cent</b> of the final contract price.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <b>730 day(s)</b>  For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>Omaheke Regional Council Head Office, Gobabis</b>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>14 days</b>

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[Bidder's Initial]

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/OMA/ORC – 145/2024/2025**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid company Registration Certificate		
Original <b>or certified copy</b> of a valid good Standing Tax Certificate		
Original, <b>certified copy or electronic printout</b> of a valid good Standing Social Security Certificate		
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		
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		
Picture samples of the items offered or similar goods previously produced		

**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.*

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*[Bidder's Initial]*