

**TENDER COMMITTEE FOR THE ERONGO REGIONAL
ELECTRICITY DISTRIBUTOR COMPANY
(PTY) LTD**

General Tender Conditions

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DEFINITIONS

Terms used in these specifications shall have the normal meaning assigned to them in the context they are used, and in particular the following definitions shall apply:

“Approved”	:	Means approved by the Tender Committee of Erongo RED
“Committee”	:	Means the Tender Committee of the Erongo Regional Electricity Distributor Company (Pty) Ltd.
“Contractor”	:	Means the Tenderer whose tender has been accepted by the Tender Committee and shall include the Tenderer’s Legal Personal Representative.
“Contract”	:	Means and includes these conditions, Form of Tender, all specifications, including all schedules, drawings, patterns, samples attached to the specification or any drawing, patterns, samples approved by the Tender Committee in respect of the Contract.
“Contract Price(s)”	:	Means the price(s) tendered by the Contractor and accepted by the Tender Committee for the execution of the Contract.
“Date of delivery”	:	Means the date stipulated in the Contract for the delivery of goods and /or completion of work.
“Date of Tender”	:	Means the date and time on which tenders are due to be deposited in terms of the advertisement calling for tenders.
“Delivery”	:	Means delivery in compliance with the terms and conditions of the Contract at the point of delivery specified in the Contract.
“Form of Tender”	:	Means the form of tender attached hereto.
“Goods”	:	Includes material.
“The Specification”	:	Means the specifications annexed to these General Conditions (if any).
“Works”	:	Means and includes goods to be provided and work to be done by the Contractor under the Contract.
“General Manager:	:	Means any General Manager from Erongo RED: or his/her designated representative.

GENERAL CONDITIONS

1. TENDERER TO SATISFY HIMSELF AS TO CONDITIONS AND CIRCUMSTANCES OF TENDER

The Tenderer is in every way to satisfy himself as to the requirements of this contract and shall obtain his own information on all matters, which could in any way influence his work. The **Erongo Regional Electricity Distributor Company (Pty) Ltd** shall not be held liable for any neglect of the Tenderer to inform himself fully and no extra charges incurred in consequence of any misunderstanding or error on the part of the Tenderer will be allowed without the written consent of the **Tender Committee**.

2. COMPLETE ACCEPTANCE OF CONDITIONS

The Tenderer shall be deemed to know and understand these conditions, and the submission of a tender shall presume complete acceptance of the said conditions. Subject to any contrary provision in these conditions, the non-acceptance or variation of any of these conditions or the inclusion of any other conditions will render a tender liable to rejection.

No condition, printed or written upon any stationery used by the Tenderers, for the purpose of or in connection with his tender, shall form part of the contract. Where such condition is in conflict with any of these conditions, the **Tender Committee** shall embody such special conditions in a specification attached to these conditions. Should such specification conflict with these conditions, the specification shall apply.

3. DISCREPANCIES

Should there appear to be any discrepancies, ambiguities or want of agreement in description, dimensions, qualities or quantities in the contract, the consultant shall be obliged to refer the matter to the **Tender Committee** for decision before proceeding to execute the contract or part thereof in respect of which the said discrepancies, ambiguities or want of agreement appear to exist.

4. ALTERNATIVE TENDERS

Notwithstanding any provision to the contrary in these conditions, the Tenderers may submit alternative tenders which in his opinion are advantageous to Erongo Regional Electricity Distributor Company (Pty) Ltd's - economically and/or technically. All alternative offers should be clearly specified as such and full specification on all items needs to be supplied.

5. VARIATION FROM SPECIFICATIONS

In the event of tenders being offered for goods differing or varying from the requirement of the specification, all such variations shall be clearly indicated and described in the tenders.

6. PARTICULARS TO BE SUPPLIED

No tender shall be considered unless it is accompanied by sufficient information to show whether or not the goods offered comply with the specification.

7. FIRM TENDERS

1. Tenderers are free to submit firm prices, which are free from all fluctuations and not subject to any variations.
2. The Tenderer must clearly indicate the basis on which tendered prices have been calculated, if he wants to qualify for price fluctuations.
3. If a tender has been qualified appropriately and the basis on which tendered prices has been calculated clearly specified, any fluctuation in tendered prices resulting from an enactment having the force of law and occurring after the closing date for submission of the tenders, shall be for Erongo RED's account.
4. Where a tender has been qualified to include price fluctuations, the qualification will only be accepted on condition that the Tender Committee be given one (1) month's prior notice of the price fluctuation and that all goods delivered without one (1) month's prior notice will be considered to have been delivered at the original tender price or previously revised price.

8. THE TENDER COMMITTEE RESERVES THE RIGHT TO:

- 1. Call for new tenders upon receipt of advice of non statutory increases;**
- 2. Accept any tender which is more favourable to the Tender Committee in its opinion;**
- 3. Terminate the existing contract forthwith when notice of non-statutory increases is given;**
- 4. Should the Tenderer fail to deliver the goods or to execute the contract within the period granted in accordance with the contract, the Tenderers shall not be entitled to claim any increase in costs in respect of the tender or any portion thereof executed after the abovementioned date, notwithstanding the fact that the Tenderer has placed the risk of increase or decrease on the Tender Committee as aforesaid, but the Tender Committee reserves for itself the right to deduct any benefit which maybe due as a result of any decrease in price of items which are subject to fluctuation.**
- 5. Should the Tenderer wish to place the rise and fall in certain cost items and factors to the account of the Erongo Regional Electricity Distributor Company (Pty) Ltd., he must state clearly in respect of which item or factors he wants to avoid the risk of rise and fall in prices and against which tariff the price in respect of the item or factor concerned has been calculated. Unless any item or factor has been reserved in accordance with this paragraph, the tender price shall be considered to be firm. In all cases where the Tenderer has made provision for fluctuation of prices, documentary proof to the satisfaction of the Tender Committee must be submitted for all items showing which provision has been made for the fluctuation of prices.**

9. PERIOD FOR WHICH TENDER HOLDS GOOD

The fact of the submission to the Tender Committee shall be deemed to constitute an agreement between the Tenderer and the Tender Committee whereby such tender shall remain open for

acceptance by the Tender Committee for a period of 90 days from the closing date of tenders during which period the Tenderer agrees not to withdraw the same or impair or derogate from its effect.

10. FORMAL CONTRACT AND SURETYSHIP

When called upon to do so, the Tenderer shall enter into a formal agreement with the **Erongo Regional Electricity Distributor Company (Pty) Ltd** drawn up by the **Tender Committee**, as well as a deed of suretyship drawn up by the Contractor's sureties within seven days from the date on which the said documents are declared ready for execution by the Contractor.

The Contractor shall be responsible for costs in respect of the drawing up of the said documents, including stamp duties. The surety required by the **Tender Committee** in terms of this paragraph shall not exceed ten per cent (10%) of the tendered value of the Contract.

11. ASSIGNMENT

The contract is personal to the contractor and the contractor shall not sublet, assign or make over the contract or any part thereof, or any share or interest therein, to any other person without the written consent of the Tender Committee and on such conditions as it may approve.

This clause does not apply to sub-contractors that are regular suppliers of the contractor for materials and minor components. The Tender Committee reserves the right to require the contractor to submit the names of any such sub contractors for its approval.

12. QUALITY AND GUARANTEE

1. All goods supplied shall be equal in respect to samples, patterns or specifications where such are provided;
2. All tests and analyses, which are considered necessary by the Tender Committee shall be made. The cost thereof shall be borne by the Erongo Regional Electricity Distributor Company (Pty) Ltd., provided the goods are of the stipulated quality, failing which, the cost shall be defrayed by the contractor. The Tender Committee may deduct such cost from payment due to the contractor, or otherwise recover the same from him.
3. The contractor shall not be relieved of his obligation with respect to the sufficiency of the materials and workmanship and the quality of the goods by reason of no objection having been taken thereto by the Erongo Regional Electricity Distributor Company (Pty) Ltd.'s employee or representative at the time the goods were delivered.
4. If, at any time, but not exceeding twelve months after delivery, or within the period stated in the specifications, the goods or any part thereof is proved to be faulty or of inferior quality or workmanship or of bad design or not strictly in accordance with the contract, the contractor shall immediately remedy the said defect free of charge to the Erongo Regional Electricity Distributor Company (Pty) Ltd.
5. Should the contractor delay remedial work in excess of the time stipulated by the Tender Committee, the Tender Committee may have such remedial work executed at the contractor's expense. Should the Tender Committee decide that the defect is such that it cannot be remedied, the goods may be rejected. Such rejected goods shall be held at the risk and expense of the contractor and shall, on request of the Tender Committee, be removed by him immediately on receipt of notification or rejection. The

contractor shall be responsible for any loss the Erongo Regional Electricity Distributor Company (Pty) Ltd. may sustain by reason of such action as the Erongo Regional Electricity Distributor Company (Pty) Ltd. may take in terms of this clause.

6. The risk in all goods purchased by the Erongo Regional Electricity Distributor Company (Pty) Ltd under the contract shall remain with the Contractor until such goods have been delivered to the Erongo Regional Electricity Distributor Company (Pty) Ltd.
7. The principal features of the goods and work are described in the specification, but the specification does not purport to indicate every detail of construction or arrangement of goods and work necessary to meet the requirements. Omission from the specification or reference to any part or parts shall not relieve the contractor of his responsibility for carrying out work as required under the contract.
8. If any dispute shall arise between the Tender Committee and the contractor in connection with the quality and guarantee of the goods, either party may give the other notice in writing of the existence of such dispute, and the same shall thereupon be referred to arbitration in Namibia of a person to be mutually agreed upon.
9. The submission shall be deemed to be a submission to arbitration within the meaning of the terms of the Arbitration Laws in force in Namibia.

13. PATENTS

The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trade marks or other protected rights, and hereby indemnifies the Erongo Regional Electricity Distributor Company (Pty) Ltd. against any claims arising therefrom.

14. PACKAGING

All goods shall at the cost of the contractor be crated, packed, or battened securely in such a manner as to prevent damage during loading, transport, and off-loading. Unless otherwise specified, packing cases and packing materials are included in the contract price, and shall be and remain the property of the Erongo Regional Electricity Distributor Company (Pty) Ltd.

15. TERMS OF PAYMENT FOR CONSTRUCTION WORK

The Contractor shall be entitled to payment of the contract price by instalments by the Tender Committee, on the certificate of the Principle Engineer: Network Support Services in accordance with the following provisions: -

1. As materials or plant forming parts of the contract work are delivered to site, 90% of the delivered to site price of such materials or plant with due regard for the overall price for materials and plant:
2. As erection proceeds on site, an amount assessed by the Principle Engineer: Network Support Services to present 90% of the value of the work done, having regard to the requirement of the contract:
3. As materials and plant forming part of the contract work are commissioned and taken over in terms of the contract, 95% of the delivered to site price of such materials or plant, less previous payments:

4. 100% of the contract price, less previous payments, at the expiration of twelve months after the contract works will have been taken over by the Erongo Regional Electricity Distributor Company (Pty) Ltd, having regard to the requirements of the contract.
5. The full delivered to site price of spares on delivery to site. Invoices must be submitted in duplicate to the Principle Engineer: Network Support Services and those submitted in respect of progress payments on Contract Works must indicate the amount claimed as well as the cumulative total to date. They must further be supported by a statement showing the number of units or rate price, or if unit rates are applicable, the percentage of the Contract Works, completed over the period applicable, together with cumulative total to date:
6. **However**, the Contractor shall be entitled to 100% payment with respect to the Contract after the Tender Committee has been provided with an acceptable bank guarantee covering 100% of the total Contract Price during execution of the Contract and reducing such guarantee to 5% of the final Contract Price covering a period of 12 months from the date the Contract Works have been completed and taken over by the Erongo Regional Electricity Distributor Company (Pty) Ltd in accordance with the Contract.

16. TIME OF TAKING OVER

When the Works or any part thereof have been completed in accordance with the requirements of the Contract, it shall be taken over by the Erongo Regional Electricity Distributor Company (Pty) Ltd and the Contractor notified in writing to this effect. The date of such notification shall be the time of taking over such Works or parts thereof. It shall be in the discretion of the Principle Engineer: Network Support Services whether portions and not the whole of the Works may be taken over in terms of this clause.

It shall also be in the discretion of the Principle Engineer: Network Support Services to take over portions of the Works in respect of which minor items are still outstanding, provided that it be made a condition of such taking over that the outstanding items be listed and appended to the Take-over Certificate. Payment in respect of partially completed Works taken over in terms of this Clause, shall be assessed on the basis of the value of the Works taken over, less the value of the items still to be completed or rectified. If necessary, the Principle Engineer: Network Support Services shall give his assessment of the value of the outstanding item or items to be rectified in order to arrive at the amount to be certified for payment.

17. PROGRESS REPORT

If required by the Principle Engineer: Network Support Services, the Contractor shall submit weekly reports giving details of progress in manufacture, readiness for dispatch, results of testing and such other aspects of the execution of the Contract as will keep the Principle Engineer: Network Support Services as fully informed as practicable.

18. TERMS OF PAYMENT FOR SERVICES AND SUPPLY AND DELIVERY

Terms of payment for all services as well as supply and delivery will be strictly 30 days after date of statement.

19. MARKING OF GOODS

All goods shall be marked in accordance with the customs of trade or in accordance with the provisions of the Specifications.

20. IMPORT CONTROL

All goods imported are subject to the conditions imposed by the Government.

21. LAWS APPLICABLE

The Contract shall be constructed in accordance with the laws of Namibia and any dispute between the Contractor and the Erongo Regional Electricity Distributor Company (Pty) Ltd shall be decided in a Court of law.

22. DELIVERY

1. Tenders must state the period within which delivery can be affected, calculated from the date on which the official order form has been received.
2. The Tenderer undertakes, that should he, after an official order has been placed with him and before the date of delivery of material and equipment or the execution of installation thereof cannot take place on or before the date of completion, to inform the Tender Committee in writing of the expected delay, the reasons for it and the new date on which he expects to deliver the goods and complete the Contract. The Tender Committee may in its discretion, postpone the said date of delivery and completion.
3. Should the Tenderer fail to complete the contract on or before the date of delivery and completion, or within the extended period granted to him in terms of the Contract, the Contractor shall pay to the Erongo Regional Electricity Distributor Company (Pty) Ltd a penalty, as determined in the penalty clause in Annexure C (if any).
4. Where the date of delivery has been postponed to a new date, no increase in price shall become effective after the first date of delivery.
5. All goods must be forwarded in the name of the successful Tenderer, otherwise the Erongo Regional Electricity Distributor Company (Pty) Ltd may reject the consignment. All goods must, without exception, be accompanied by a delivery note, a copy of which shall be kept by the Erongo Regional Electricity Distributor Company (Pty) Ltd. The Tenderer is liable for the safe delivery of the goods with regard to quality, quantity, and the condition thereof.
6. Claims against any cartage Contractor in respect of weight, quantity, damage, or loss must be instituted by the Contractor.
7. All deliveries shall be f.o.r (free on rail) Walvis Bay station or, if sent by road transport, the tender prices shall include delivery at the Erongo Regional Electricity Distributor Company (Pty) Ltd stores.

23. DEFAULT

Should it appear to the Tender Committee that the Contractor is not executing the Contract in accordance with the true intent and meaning thereof, or that he is refusing or delaying to execute the Contract or that he is not carrying on the work at such rate of progress as to ensure delivery by the date of delivery or in the event of any other failure or default by the Contractor, then and in case of any such events, the Tender Committee may give notice in writing to the Contractor to

make good the failure or default. Should the Contractor fail to comply with the notice within the period specified therein, then and in such a case, the Tender Committee shall, without prejudice to any of its rights under the Contract, be at liberty forthwith to perform such work as the Contractor may have neglected to do or to take the Contract wholly or in part out of the Contractor's hands and order from any other person.

The Contractor shall be responsible for any loss the Erongo Regional Electricity Distributor Company (Pty) Ltd may sustain by reason of such action as the Tender Committee may take in terms of this clause.

24. SEQUESTRATION OR SURRENDER OF CONTRACTOR'S ESTATE

In the event of an order being made for the sequestration of the Contractor's estate, whether provisional or final, or in the event of an application being made for such order or if he shall enter into, make or execute any Deed of Assignment or other composition or arrangement with, or assignment for the benefit of his creditors or, if the Contractor, being a company, is being liquidated, Erongo Regional Electricity Distributor Company (Pty) Ltd shall have the right, summarily and without recourse to law, to terminate the Contract without prejudice to the right of the Erongo Regional Electricity Distributor Company (Pty) Ltd to sue the Contractor for any damages sustained by it in consequence of one or other of the aforementioned events.

25. CANCELLATION OF CONTRACT

Should the Tender Committee find that a Tenderer or Contractor:

1. Has offered, promised or given any consideration fee, bonus, discount or other inducement to any person who deals with a tender or the allocation of a contract;
2. Executes a contract unsatisfactorily;
3. Has violated any of these conditions or any other special condition applicable to a contract;
4. Acts fraudulently, improperly or in bad faith in its execution of the contract;

The Tender Committee may, taking into consideration all the circumstances and without prejudice to any other remedy at its disposal in respect of:

1. Damage and/or loss suffered;
2. Any additional costs or expenses incurred by Erongo Regional Electricity Distributor Company (Pty) Ltd in calling new tenders or by accepting a less favourable tender, **disqualify the Tenderers or cancel the Contract summarily.**

26. SALES TAX / VAT

Tender prices shall, where applicable, include the Normal Sales Tax / VAT.

27. AMENDMENT OR WITHDRAWAL

Should the tender or part thereof be amended or withdrawn after the closing date of tender, the Tenderer shall pay to the Erongo Regional Electricity Distributor Company (Pty) Ltd an amount equal to 2% of the total tender price.

28. TELEGRAPHIC TENDERS

Telegraphic / Facsimile or electronic mail tenders will not be accepted.

29. SPECIFICATION – GENERAL REQUIREMENTS

COMPLIANCE WITH REGULATIONS

The works shall be carried out in accordance with:

- a) The Code of Practice for the Wiring of Premises SABS 0142 in as far as such regulations are applicable.
- b) The Labour Act 1992: Regulations Relating to the Health and Safety of Employees at work: as amended.
- c) The Erongo RED Standard Conditions for the Supply of Electricity.
- d) All relevant laws pertaining to the Building and Constructions of Buildings.

In the event of any discrepancy between the requirements of the specifications and those of the regulations referred to above, the matter shall be referred to the Tender Committee, whose decision shall be final.

30. STANDARD SPECIFICATIONS

All materials and equipment not explicitly so specified shall, unless otherwise stated, conform to the requirements of the relevant SABS specifications, or in the event of this not being available, to relevant other national specifications or international recommendations of which, when quoted, a copy shall be provided.

31. SPECIFICATION – PARTICULAR REQUIREMENTS

Where any part of the general conditions and specifications conflict with these special requirements, these special requirements shall take precedence and shall govern.

32. GENERAL

1. All prices shall be quoted in Namibian currency. Any discount or brokerage allowed to the Erongo Regional Electricity Distributor Company (Pty) Ltd must be stated in the Form of Tender.

2. The lowest or any tender will not necessarily be accepted and the right is reserved to accept the whole or part only of any tender.
3. Should there be any difference or discrepancies between the prices or particulars contained in the official Form of Tender and those contained in a covering letter from the Tenderer, the price or particulars contained in the official Form of Tender shall in all circumstances prevail.
4. The tender, in a sealed envelope and endorsed as indicated on the said Form of Tender, and in the advertisement calling for tenders, must be submitted on the Form of Tender.
5. A separate tender box is provided for the reception of tenders and no tender shall be considered which, subsequent to the closing hour for tenders, may be found in another box.
6. The Tenderer must initial all his amendments.
7. Tenders are subject to the Tender Regulations of Erongo Regional Electricity Distributor Company (Pty) Ltd.

ANNEXURE A

PRICE PREFERENCES

The price preferences set out below shall apply in respect of tenders, and a tender may qualify for one or more price preferences, as the case may be:

TENDERER TO INDICATE RELEVANT
APPLICABLE PREFERENCES



(a) Goods produced or manufactured in Namibia:

(i)	Six per cent , if the goods produced or manufactured have a local content of ten per cent or more but less than 25 per cent of the manufacturing costs of the goods;	
(ii)	Ten per cent , if the goods produced or manufactured have a local content of 25 per cent or more but less than 50 per cent of the manufacturing costs of the goods;	
(iii)	12 per cent , if the goods produced or manufactured have a local content of 50 per cent or more but less than 60 per cent of the manufacturing costs of the goods;	
(iv)	15 per cent , if the goods produced or manufactured have a local content of 60 per cent or more but less than 75 per cent of the manufacturing costs of the goods;	
(v)	18 per cent , if the goods produced or manufactured have a local content of 75 per cent or more but less than 90 per cent of the manufacturing costs of the goods;	
(vi)	20 per cent , if the goods produced or manufactured have a local content of 90 per cent or more of the manufacturing costs of the goods;	

(b) Goods assembled in Namibia:

(i)	Three per cent , if the goods assembled have a local content of ten per cent or more but less than 25 per cent of the total costs of production;	
(ii)	Five per cent , if the goods assembled have a local content of 25 per cent or more but less than 50 per cent of the total costs of production;	
(iii)	Six per cent , if the goods assembled have a local content of 50 per cent or more but less than 75 per cent of the total costs of production;	
(iv)	Eight per cent , if the goods assembled have a local content of 75 per cent or more but less than 90 per cent of the total costs of production;	
(v)	Ten per cent , if the goods assembled have a local content of 90 per cent or more of the total costs of production;	

(c) Services rendered by persons domiciled or companies incorporated in Namibia:

(i)	Five per cent , to persons domiciled or companies incorporated in Namibia in respect of services offered, when a comparison is made to companies incorporated in any country other than Namibia;	
(ii)	Five per cent , to persons or companies granted a Certificate of Status Investment under section 7 of the Foreign Investment Act, 1990 (Act No. 27 of 1990), in respect of services offered, when a comparison is made to companies incorporated in any country other than Namibia.	

(d) After sales service:

(i)	Three per cent , to <i>bona fide</i> Namibia dealers or merchants where an after sales service is required in respect of goods to be imported.	
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(e) Goods conforming to any national or international standard specification:

(i)	Three per cent in respect of goods conforming to any national or international standard specification.	
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(f) Bona fide Namibia small scale industries:

(i)	Two per cent , if the labour employed by the industry numbers more than ten but less than 25 persons;	
(ii)	Three per cent , if the labour employed by the industry numbers 25 or more persons, but less than 50;	
(iii)	Five per cent , if the labour employed by the industry numbers 50 or more persons.	

(g) Tenderer located in communal areas or notified underdeveloped areas:

(i)	Two per cent , if the labour employed numbers more than ten but less than 25 persons;	
(ii)	Three per cent , if the labour employed numbers 25 or more persons but less than 50 persons;	
(iii)	Five per cent , if the labour employed numbers 50 persons or more.	

(h) Bona fide Namibian manufacturing companies:

(i)	Two per cent , if a company is incorporated in Namibia with all its share capital beneficially owned by Namibian citizens and the company employs Namibian citizens only.	
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(i) Bona fide Namibian tenderer implementing affirmative action policies:

<p>If in the opinion of a local tender Committee, based on information furnished to that Committee by a Namibian tenderer, such tenderer is implementing affirmative action policies and programmes to redress social, economic or educational imbalances in a democratic society, the Committee may grant a price preference of two or three per cent on the merits of each particular case, based on factors such as structured training programmes, apprenticeship courses of approved standards for labour, technical staff and managerial cadre, substantial employment of women and handicapped persons, and other programmes or activities benefiting disadvantaged Namibian citizens.</p>	
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ANNEXURE B

PARTICULARS OF TENDERER

(Regulation 23(3))

1. Full names and postal and physical address of tenderer:

2. Origin/registration/trade license number:

(a) Namibian company/contractor/supplier/trader:

Registration number and date:

Trade license or certificate number and date, and name and address of person who issued the license or certificate:

Financial interests held by a foreigner/foreign company (Furnish details):

(b) Foreign company/contractor/supplier/trader:

Country of registration

Registration number and date

Financial interests held by a Namibian/Namibia company (Furnish details):

3. Capital structure:

Total equity capital N\$.....
 (Amount in words):

which total equity capital is made up as follows:

		Amount N\$	Percentage of total capital
(a)	Capital owned by Namibians/ Namibian companies		
(b)	Capital owned by foreigners/ foreign companies		

4. Particulars of business:

(a) Nature of activities:

(b) Is the business, according to the Ministry of Trade and Industry, a small scale industry?
 (Yes/No)

If yes, give details and furnish documentary proof:

(c) Is the tenderer located in communal areas/underdeveloped areas notified by the
 Ministry of Trade and Industry? (Yes/No)

If yes, give details and furnish documentary proof:

- (d) Particulars of structured training programmes/apprenticeship courses of approved standards for labour/technical staff and managerial cadre/specialised training of women and handicapped persons/other programmes or activities benefiting disadvantaged Namibian citizens/assistance, sponsorship, bursaries, etc., provided to vocational training centres. Attach documentary proof.

- (e) Particulars of affirmative action programmes/activities undertaken – such as promoting advancement of disadvantaged Namibian citizens; emerging Namibian entrepreneurship, women and handicapped persons; achieving a balanced structure of managerial care, etc. Attached documentary proof.

5. Organisational structure:Employees:

	Category	Total numbers	Number of Namibians	Number of formerly disadvantaged Namibians	Number of foreigners
(a)	Managing Directors/ Directors				
(b)	Managers				
(c)	Office personnel/staff				
(d)	Skilled labour				
(e)	Unskilled labour				
(f)	Contract staff/labour				
TOTAL					
No. of women Included in above					
No. of handicapped persons Included in above					

6. Buildings and erven:

Area used	Total area (in square metres)
Area of erf	
Area of building on erf	
Area of buildings used for Manufacturing/assembling	
Area of buildings used as office space	
Area of buildings used for storage	

7. Sub-Contractors:

Is a subcontractor/sub vendor/ sub supplier involved in the performance of the agreement? (Yes/No)

If "yes", state in an annexure the percentage of the total tender amount being performed by means of subcontracting, etc., and furnish in that annexure full particulars of the subcontractor/sub vendor/ sub supplier concerned, including physical address or addresses.

.....
Signature

.....
Date

Documents to be attached:

- (1) Copy of registration certificate/trade license.
- (2) Copy of certificate/document to substantiate any claim as being a small-scale industry.
- (3) Copy of certificate/document to substantiate any claim regarding location in communal areas/underdeveloped areas.
- (4) Information regarding subcontractor/subvendor/subsupplier.
- (5) Documentary proof regarding training programmes, apprenticeship courses, affirmative action programmes or activities, or other programmes or activities benefiting disadvantaged or handicapped Namibian citizens.