

QUOTATION

Erongo RED invites bidders to bid for the following Quotation:

QUOTATION: 09/2024

PROVISION OF BOARD, BOARD COMMITTEES, DIRECTORS, CHIEF EXECUTIVE OFFICER, AND COMPANY SECRETARY ANNUAL PERFORMANCE EVALUATION 2024.

GENERAL INFORMATION

Erongo RED is under no obligation to accept any quotation whether the lowest or not. Erongo RED reserves the right to accept the full quotation or only part thereof. Erongo RED is not under obligation to assign any reason for acceptance or rejection of a quotation.

Quotation documents can be requested via e-mail :adavid@erongored.com.na Documents in a sealed envelope clearly marked: **Quotation 09/2024** addressed to the Chairperson of the Tender Committee must be placed in the tender box at the Enquiries desk at: Erongo RED Headquarters, 91 Hage Geingob street, Ground Floor, Walvis Bay or be posted to the Chairperson of the Tender Committee, P.O. Box 2925, Walvis Bay, to reach him at the latest by: **Friday, 20 September 2024 @10h00 am.**

MANDATORY DOCUMENT REQUIREMENTS:

Registration documents:

- a. Copy of the latest company registration certificate (including certificates for change of name if applicable).
- b. Companies need to provide a complete copy of the latest CM1 and CM9/ CM29 if applicable.
- c. Close corporations need to provide a complete copy of the latest CC1 or CC2.
- d. Sole owner needs to provide a business fitness certificate issued by the Municipality /Trade licence.
- e. Copy of the founding statements to identify the shareholders and the % shareholding owned. Where shareholders are juristic persons (companies/ estates etc.) Information on the juristic person's shareholding must also be provided.

Identification documents: (IDs) of all owners; all the shareholders or members of the trustee, or all directors.

Valid copy or original of the good standing certificate from the Receiver of Revenue (NAMRA) in respect of all rates (eg. Income Tax, VAT, PAYE, etc.).

Valid original or copy of the Good Standing Certificate from Social Security Commission;

A duly completed, initialed and signed **Joint Venture Agreement** (only if applicable).

Copy of the founding statements to identify the shareholders and the percentage shareholding owned.

Where shareholders are juristic persons (companies/estates/trusts etc.)

Information on the juristic person's shareholding or ownership must also be provided. **ID documents of all the directors and owners and beneficiaries**

need to be provided. The BEE score for companies with juristic persons as owners as well as SOE's will be scored on the composition of their board of directors.

Please note that no faxed or e-mailed documents, nor documents received after the specified closing date and time will be considered for evaluation.

ENQUIRIES

Enquiries: **Mrs. Anna S. David**

Document Fees: **NA**

Email Address: **adavid@erongored.com.na**

Telephone: **+264(0)64 - 201 9066**

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CLOSING DATE:

10h00 am on Friday, 20 September 2024.