



**REPUBLIC OF NAMIBIA**  
**OSHANA REGIONAL COUNCIL**

**PROCUREMENT MANAGEMENT UNIT**

Private Bag 5543, Oshakati, Tel. 264 65 2288200, Fax. 264 65 221 292

# **Request for Quotations For Service**

**Once- off Servicing of Uukwangula Settlement Sewerage  
Waste-Water Pump**

**Procurement Reference No: NCS/RFQ/ONARC-067/2024/2025**

Name of Bidder:.....

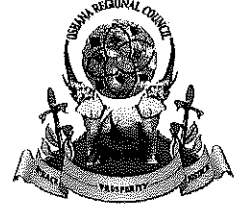
Contact Number of Bidder:.....

Bidding Amount:.....

**Closing date: 01 August 2024**

**Closing Time: 11H00**

Oshana Regional Council, Private Bag 5543, Oshakati Leo Shoopala Street,  
Phone +264652288200, fax +2646522192, pmu@oshanarc.gov.na



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**Letter of Invitation**

**TO**.....  
.....  
.....

**NCS/RFQ/ONARC-067/2024/2025**

Dear Sir/ Madam

**Once- off Servicing of Uukwangula Settlement Sewerage Waste-Water Pump**

The Oshana Regional Council invites you to submit your best quote for the services 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 Mathias Lumingu, 065-221197

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation before or **on 01 August 2024 at 11h00.**

Yours faithfully,

P/Bag 5543  
OSHAKATI  
2024-08-16  
Tel: 065-2288200  
Fax: 065-221292  
**Moses Matatias**  
**Head of PMU**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Oshana Regional 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 company Registration Certificate;
- (b) have an original /certified valid good Standing Tax Certificate;
- (c) have an original / certified 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 certified copy of a VALID 'Wireman's License' or Certificate either of 'Registration as an Electrical Contractor with a local authority / regional power supply authorities' or 'Appointment as a competent person as stated in regulation 4 & 51(b) of the regulations relating to *Health and Safety of Employees at Work made under Schedule 1 (2) of the Namibian Labour Act, (Act No. 11 of 2007)* by the Ministry of Labour, Industrial Relations and Employment Creation in 'Electrical' field of competencies.
- (f) Submit a certified copy of a letter of reference indicating experience on similar services successfully done within the last 12 months.
- (g) Submit signed Bid-securing Declaration.
- (h) 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;

## **5. Bid Securing Declaration**

Bidders are required to submit subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

## **6. Services Completion Period**

The completion period for services shall be *30 days* after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

## **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 together with customers reference details. N/A

## **8. Sealing and Marking of Quotations**

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

## **9. Submission of Quotations**

Quotations should be deposited in the Bid Box located at the Procurement Management Unit Office, **Leo Shoopala Street, Not later than 01 August 2024 @ 11H00**. Quotations by post, courier it or hand delivered should reach Oshana Regional Council 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 Oshana Regional Council PMU members 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 available to any bidder on request within three working days of the Opening.

## **11. Evaluation of Quotations**

The Oshana Regional Council 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. Margin of Preference**

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

N/A

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

N/A

### **15. 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

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

**NB: If your quotation is not authorised, it may be rejected.]**

Quotation Addressed to: <i>[Name of Public Entity]:</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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 quotation validity.

The services will commence within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[to insert number]* 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		

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity and address].....

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*



**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

*[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]*

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ONARC-067/2024/2025

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

#### Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
	See attached bill of quantity				
				<b>Sub Total</b>	
				<b>VAT @%</b>	
				<b>Total</b>	

**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: NCS/RFQ/ONARC-067/2024/2025

*[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.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	See attached bill of quantity		

\* 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) as attached to this Document.

### A.1 Section VII: Special Conditions of Contract

Procurement Reference Number: NCS/RFQ/ONARC-067/2024/2025

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].

Subject and GCC Reference	Special Conditions
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: .....
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: .....
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: Oshana Regional Council Procurement Management Unit, Private Bag 5543, Oshakati Tel :065 2288200 or Fax 065 221 292 Enquire: Matias Lumingu 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 the date of issuing of purchase order

<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is on the date for receiving purchase order.
<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(e)</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: _____ N/A _____
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price. N/A
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	The percentage _____ N/A _____ to be used for the calculation of lack of Performance Penalty (ies) is _____ N/A _____. (Where applicable)
<b>Performance Security</b> <b>GCC 3.11</b>	(i) No Performance Security is required*or N/A * Delete as appropriate

<b>Assistance and Exemptions GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____ N/A _____
<b>Contract Price GCC 6.2(a)</b>	The amount in local currency is _____ N/A _____.
<b>Terms and Condition of Payment GCC 6.4</b>	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents. The interest rate is _____ N/A _____.
<b>Price Adjustment GCC 6.6.1</b>	Price adjustment <i>is not</i> applicable.
<b>Identifying Defects GCC 7.1</b>	The following inspections shall be carried out: _____ N/A _____ The defect liability period is: _____ N/A _____
<b>Dispute Settlement 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 GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement GCC 8.2.4</b>	The arbitration procedures of _____ N/A _____ will be used (applicable to overseas service provider)
<b>Dispute Settlement GCC 8.2.5</b>	Not Applicable

**QUOTATION CHECKLIST SCHEDULE**

**PROCUREMENT REFERENCE NO.: NCS/RFQ/ONARC-067/2024/2025**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
A valid company registration certificate	
An original/ certificate copy valid good standing tax	
An original /certified valid good standing social security certificate	
A valid certified copy of affirmative action compliance certificate	
A valid 'Wireman's License' / Certificate either of 'Registration as an Electrical Contractor with a local authority / regional power supply authorities' / 'Appointment as a competent person by the Ministry of Labour, in 'Electrical' field of competencies.	
A certified copy of a letter reference indicating experience on similar services successfully done within the last 12 months.	

**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.

**ACTIVITY SCHEDULE & PRICING: ONCE-OFF EMPTYING, MANUALLY CLEANING, REMOVAL AND DISPOSAL OF ALL WASTE SLUDGE, DEBRIS FROM THE MAIN SEWERAGE PUMP SUMP AND ADJUSTING, MINOR CORRECTIVE MECHANICAL/ELECTRICAL REPAIRS OF SUBMERSIBLE SEWERAGE WASTE-WATER PUMPS FOR THE UUKWANGULA SETTLEMENT - OSHANA REGIONAL**

ITEM NO	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT NS
10.101	<p><b>Provisional Bill No. 10.1 - CIVIL-MECHANICAL-ELECTRICAL (EMPTYING, CLEANING OF SEWERAGE WET SUMPS, SPECIALISED MINOR CORRECTIVE REPAIRS OF SEWERAGE PUMP'S SYSTEMS AND ELECTRICAL RE-WIRING OF PUMP'S CONTROL BOARD)</b></p> <ul style="list-style-type: none"> <li>Emptying by pumping out, manually cleaning and removal of all waste sludge from site. The cleaning of the sewer sump will also involve physically going inside the sewer sump to remove material that has potential to clog the sewer pump and pipelines.</li> <li>Sumps shall be cleaned completely of debris including sludge, sand, dirt, roots, rocks, stones, bricks, rags, nylons, plastics, grease accumulations and other foreign materials etc, from 2x main wet sumps including the immediate inlet manhole. Disposal of all removed waste in a suitable manner approved by or as per the regional/local guidelines in a hygienic manner, including supplying all cleaning, temporary pumping equipment, protective clothings, etc. Adhering to all authority's environmental health guidelines/instructions and ensure the site is cleaned to the satisfaction of the client &amp; client representatives (Oshana RC-Uukwangula Settlement &amp; Maint Division) respectively.</li> </ul>	2	Sum		
10.102	<ul style="list-style-type: none"> <li>All the main sewer sumps shall be emptied with pumps, walls of the sumps shall be cleaned with a high pressure water jet to ensure there is no dirt. The existing submersible pumps shall be cleaned by a water jet as well. All debris, solids, oil, and fats shall be removed by hands or horney sucker. When complete, the sumps shall be free of any solids and shall be at a clean state. Dumping certificates or similar documentation will be required as proof of dumping in or at the settlement's designated sewer waste dumping site at the end of the job.</li> </ul> <p>Disconnecting, removal of above electrical submerged pump sets for thoroughly inspection, assessment, lubrication oil change, re-installing back of the sewerage pumps into positions, fault findings &amp; detailed reporting if any, test whole system set up for correct automatic operations before handing over to client,</p>	2	No		



ITEM NO	DESCRIPTION	QTY	UNIT		
10.103	The oil filled submersible pump old oil must be drained out & renewed with new Shell Ordina X430 or similar approved lubrication oil including replacing old O-rings on oil drain/fill plugs with new ones. <b>NB.</b> Nameplate details of the existing sewerage handling submersible sump pump(s) are as follows; Pump make: <i>FLYGT</i> , Pump model: <i>3127.181 – 1020757, 257 impeller curve</i> , motor ratings: <i>7.4kW, 400V AC, 50Hz, 2900 rpm.</i>	5.0	L		
10.104	Provisions to replace pump's damaged submersible cable with a new H07RNF supply cable	10	m		
10.105	As a preventative measure, all existing and aged flange gaskets, bolts, nuts & washers securing the eight-holed discharge pipe to the pump's duck-foot unit, must be replaced with new flange gaskets, S/S bolts-washers-nuts, repair lifting handle if corroded etc.	2	Sums		
10.106	Provisions to shift the existing motor control board to a new position, extend existing galvanised cable conduits, completely and neatly <u>rewire</u> the existing board to be suitable for a Direct-On-Line dual motor starter <b>2x 8kW, 400V AC</b> for use with the SEWERAGE WATER PUMPS to empty raw sewerage water from sewer wet sumps to settlement's sewerage oxidation, complete with new electromagnetic contactors to be of a 230V AC coil Voltage, 3-pole contactors, 7.5kW, atleast with NO & NC aux's, supplied together with thermal motor overload relays, circuit breakers, panel mount controls for both manual & full automatic operations, emergency stop-push button, panel mount LED lights indicators, switch isolator, surge-arrestor, phase-failure, over/under-voltage relays, siren, etc. Including as-built control panel wiring plan / detailed sketch etc.	0	Sum		
10.107	Provisions to supply new & replace micro electrical float switch, 230V AC, Polypropylene/PVC cable suitable for use in raw sewerage water applications <u>sewer sump emptying</u> applications with operating temperature of up to 60°C, complete with weight & 10m of submersible type multi-core PVC insulated electrical cable,	2	Each		
10.108	<b>Labour</b> Provisions to repair loose pump's duck-foot as well as S/S slide guide-rail tubes and ensuring the pump's duck-foot is secured enchored to sump's floor and that all rusted out bolts are replaced with S/S bolts. nuts etc.	1	Sum		
10.109	Any other,				
<b>TOTAL CARRIED FORWARD TO SUMMARY OF SECTIONS</b>				<b>BILL TOTAL N\$</b>	

PAGE	SUMMARY OF SECTIONS				
1 - 2	Provisional Bill No. 10.1 - CIVIL-MECHANICAL-ELECTRICAL (EMPTYING, CLEANING OF SEWERAGE WET SUMPS, SPECIALISED MINOR CORRECTIVE REPAIRS OF SEWERAGE PUMP'S SYSTEMS AND ELECTRICAL RE-WIRING OF PUMP'S CONTROL BOARD)			N\$	
	<b>Sub Total Bill items (N\$)</b>				
	<b>Preliminaries &amp; General Allowance at (N\$)</b>	%	8		
	<b>Contigencies at (N\$)</b>	%	3		
	<b>VAT at (N\$)</b>	%	15		
	<b>GRAND TOTAL (N\$)</b>				
<b>TOTAL CARRIED FORWARD TO BID AMOUNT SUMMARY</b>					