



KHOMAS REGIONAL COUNCIL

REQUEST FOR SEALED QUOTATIONS: WORKS

Procurement Reference No: W/RFQ/KRC-01/2023/2024

RENOVATION OF JOHN PANDENI
CONSTITUENCY OFFICE

BIDDER NAME:	
Address	
Contact details	
BIDDER AMOUNT <i>(VAT INCLUSIVE):</i>	
CLOSING DATE OF BIDS:	22 JUNE 2023, AT 12H00

DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER MUST BE DEPOSITED IN THE BID BOX AT THE KHOMAS REGIONAL COUNCIL.



KHOMAS REGIONAL COUNCIL

Tel. No. (061) 292 4400
Fax No. (061) 220317

Pullman Street No. 6688
P. O. Box 3379
Windhoek

Letter of Invitation

Procurement Reference No: W/RFQ/KRC-01/2023/2024

Dear Sir/Madam,

SUBJECT: RENOVATION OF JOHN PANDENI CONSTITUENCY OFFICE IN THE KHOMAS REGION.

The Khomas Regional Council invites you to submit your best bid for the works described in detail here attached. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Technical Queries if any, should be addressed to Mrs H Katjivena at Tel: 061 292 4304/4399 or email at krc.pmu@khomasrc.gov.na

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

Ms. H. Katjivena
Head of PMU
KHOMAS REGIONAL COUNCIL

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Khomas Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or 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 works 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 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 valid good Standing Tax Certificate or a certified copy.
- (c) Have an original valid good Standing Social Security Certificate or a certified copy..
- (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
- (f) Submit a 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) Bidders attach Qualification for a Brick layer, a national Diploma in Civil Level 3 from NQA accredited institutions
- (i) Bidders attach Qualification for an Electrician, a national Diploma in Electrical Level 3 from NQA a accredited institutions.
- (j) Bidders should attach a program of work in a form of a Ghant Chart
- (k) Bidders must have a track record in the work required i.e. Civil Work (Please attach proof of experiences in terms of Completion certificates)

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be one month after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

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 at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Khomas Regional Council, Pullman Street No 6688, Windhoek North, not later than **22 June 2023, at 12h00**. Quotations by post or hand delivered should reach Khomas Regional Council, Pullman Street No 6688, and Windhoek North 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 Khomas Regional Council immediately after the closing time referred to in section 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 Khomas Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Khomas 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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

NB: Only bidders that quoted between the range of 10% above and 10% below the estimated value of the procurement as validated by the financial certificate are eligible for awards!

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works 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 works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

13.1.The applicable margins of preference and their application methodology are as follows:
Not applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 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 the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to	Khomas Regional Council
Procurement Reference Number:	W/RFQ/KRC-01/2023/2024
Subject matter of Procurement:	RENOVATION OF JOHN PANDENI CONSTITUENCY OFFICE

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 disqualification on the grounds mentioned in the BDS]

The validity period of our Quotation is ----- **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.

Works will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ 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./E-mail	

BID SECURING DECLARATION

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

Date:

Procurement Ref No.: W/RFQ/KRC-01/2023/2024

To: Khomas Regional Council
Pullman Street 6688
Windhoek North
Windhoek

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: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Conditions and specification for:

1. Renovation of John Pandeni Constituency Office

B. DRAWINGS

N/A

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/KRC-01/2023/2024**

BILL OF QUANTITIES					
RENOVATION OF JOHN PANDENI CONSTITUENCY PROCUREMENT REFERENCE W/RFQ/KRC-01/2023/2024					
	RENOVATIONS				
	Sealing of existing roofs and flashings				
	1. Prices must allow for the replacing of existing roofing drive screws and washers or hook bolts as may be necessary. 2. Holes and roofing screws are to be sealed with klodek waterproofing membrane sealing holes and roofing screws to be a minimum size 75x75 3. Apply one coat primer diluted with 25% water, one full undiluted primer coat, one layer of waterproofing membrane and three finishing coats all as specified and in accordance with the manufacturer's instructions.				
	Seal all holes and roofing screws, etc in galvanised roof sheeting and leave watertight measured on flat to affected roof area on slope	125.00	m ²		
1	152x152x5 thick white glazed ceramic wall tiles fixed with adhesive to plaster (elsewhere measured) and flush pointed with an approved cement based grout				
	Hack off tiling in small isolated patches and re-tile with new tiles to match existing	1.00	m ²		
	PAINT WORK				
2	Clean down and prepare and one coat acrylic PVA paint				
	On external smooth plastered walls	970.00	m ²		
	Extra for additional one coat of paint	970.00	m ²		
3	Clean down and prepare and one coat eggshell enamel paint				
	On internal smooth plastered walls and columns	680.00	m ²		
	Extra for additional one coat of paint	680.00	m ²		
4	Clean down and prepare and one coat exterior				
	On ceilings, including cornices and cover strips	970.00	m ²		
	Extra for additional one coat of paint	95.00	m ²		
5	Clean down and prepare and one coat glass enamel paint				
	On door frames	135.00	m ²		
	On gates, grilles, burglar screens balustrades, etc. (both sides measured flat)	110.00	m		
	Extra for additional one coat gloss enamel paint	135.00	m ²		
6	Clean down and prepare and one coat gloss enamel paint				
	On door frames	110.00	m ²		

	ROOF CONSTRUCTION				
7	44mm solid laminated flush doors with hardwood veneer on both sides and concealed edge strips				
	Door size 813x2032mm high	1.00	No		
	JOINERY WORK				
8	Storage Units				
	Grocery cupboard unit type H450 G size 450mm long, 200mm high and 570mm deep with one door and four shelves	1.00	No		
	FLOOR COVERINGS				
	IRONMONGERY				
9	Standard steel epoxy powder coated kitchen cupboards units				
	Floor cabinet type FC4500D size 450x533x865mm	1.00	No		
	WALL TILLING				
	PLUMBING AND DRAINAGE				
10	White vitreous china or glazed fireclay				
	Basin size 510x405mm with two tapholes bolted to walls	1.00	No		
11	Chrome plated brass taps and sundries				
	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	6.00	No		
	The solar water geysers and panels must be installed by the specialist supplier of the geysers and panel				
12	Extra over UPVC for fittings				
	110mm pan connector	1.00	No		
	GLAZING TO STEEL WITH PUTTY				
13	6mm silvered float glass copper backed mirrors with beveled and polished edged four times holed for and screwed to walls with chromium plated dome head capped mirror screws with rubber grommets				
	Mirror size 450x600mm high	1.00	No		
	EXTERNAL WORKS				
14	Domestic fencing including too coats aluminium paint on metal stays, frames, etc				
	50mm diameter inclined stay 2. In long with one end bent and bolted to post and the other end with sole plate in and including 20mpa concrete base size 300x300x600mm deep	4.00	No		
	50mm Diameter intermediate, corner or gate post 1.85m high vertically with cap and other end with sole plate in and including 20mpa concrete base size 450x450x600mm	4.00	No		
15	Security fencing including too coats aluminum paint on metal stays, framing, etc				
	Security fencing 1800mm high vertically with 600mm long 45 grade to one side formed of 50mm diameter standards 2500mm long with 600mm overhang cast into and including 300x300x750mm 20wpa concrete base at average 3m centres, four rows of galvanised straining wires and four rows of 2.5mm galvanised double strand reverse twist barbed wired tied to standards, posts and eye bolts, the 1800mm vertical	50.00	m		

	height covered with 50mm galvanised diamond wire mesh fixed at 3000mm centres to each straining wire				
	Extra over for Razor coil to top of security fencing in lieu of four rows of barbed wire	50.00	m		
16	Gates in Security fencing				
	Gate size 1000x1800mm high overall with 600mm long 45 grade overhang with barbed wire and covered with 50mm galvanised diamond wire mesh as for fencing and with suitable ey-bolt hinges and 300mm long galvanised dropbolts fixed in position complete	1.00	No		
17	Shade net covered carports supplied and erected complete with standard 76mm diameter posts 2.1m clear height, 60mm diameter top structure 6mm galvanised steel wire fixing cables, etc with base plates set into and including 450x450x450mm, concrete class 20mpa bases, the steel structure painted with one coat zinc chromate primer, one coat universal undercoat and two coats enamel paint and covered with 95% coloured shade netting				
	Shade net cantilevered carport suitable for two cars	4.00	No.		
				Sub-Total	
				Add Contingency 10%	
				Add VAT 15%	
				Grand Total	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Khomas Regional Council shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **W/RFQ/KRC-01/2023/2024**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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)
A*	B*	C	D
1	Renovation of John Pandeni Constituency		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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

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. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/KRC-01/2023/2024

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Khomas Regional Council
Intended Completion Date GCC	The intended completion date is: 30 September 2023 Based on the nature of work, the Bidders are encouraged to complete at least within 12 weeks after the acceptance of award.
Project Manager GCC 1.1(y)	The Project Manager is: David Andreas Deputy Director: Technical Services
Site GCC 1.1(aa)	1. Renovation of John Pandeni Constituency office
Start Date GCC 1.1(dd)	The Start Date shall be: to be agreed during the site handover

GCC Clause Reference	Special Conditions
The Works GCC 1.1(hh)	The Works consist of: <ul style="list-style-type: none"> • Renovation of John Pandeni Constituency office
Interpretation GCC 2.2	The following additional documents shall form part of the contract :N/A
Interpretation GCC2.3	N/A
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: Khomas Regional Council Pullman Street 6688 Windhoek North Windhoek Bidding Document For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: (<i>for the full amount of the works including removal of debris, professional fee etc.</i>) (b) for loss or damage to Equipment: (<i>for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i>) (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well.</i>

GCC Clause Reference	Special Conditions
	<p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The contractor shall be deemed to have examined any Site Data supplemented by any information available to the Contractor.
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within seven (7) days of accepting off Purchase Order and/Award Letter
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 3 months.
Payment Certificates GCC 39.7	"A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>
Adverse weather Conditions GCC 41.1 (I)	<p>(a) Reason of any exceptionally adverse weather conditions such as heavy rains, storms, floods, etc.</p> <p>(b) Reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the works.</p>

GCC Clause Reference	Special Conditions
	(c) Any direct impact that the Novel Corona Virus (Covid-19) will have on the project progress or of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the works.
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	N/A
Bonus GCC 46.	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 47	(i) No advance payment shall be made*
GCC 48	"As built" drawings or operating and maintenance manuals [<i>insert are or are not</i>] required.

QUOTATION CHECKLIST SCHEDULE

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

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Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing declaration		
Proof of experience		
Qualifications of a brick layer & Electrician		
have a valid company Registration Certificate.		
Have an original valid good Standing Tax Certificate or a certified copy		
Have an original valid good Standing Social Security Certificate or a certified copy.		
have a certificate indicating SME Status (for Bids reserved for SMEs);		
Written undertaking		

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.*