

## KHOMAS REGIONAL COUNCIL

### REQUEST FOR SEALED QUOTATIONS: WORKS

### CONSTRUCTION OF PREFABRICATED CLINIC AT MIX SETTLEMENT, WINDHOEK RURAL CONSTITUENCY

<b>Bidder Name</b>	
<b>Email Address</b>	
<b>Contact</b>	
<b>Bid Amount (VAT EXCLUSIVE):</b>	
<b>Bid Amount (VAT INCLUSIVE):</b>	
<b>CLOSING DATE OF BIDS:</b>	<b>25 JANUARY 2023 @ 12:00</b>

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

**PROCUREMENT REFERENCE NUMBER: W/RFQ/KRC-10/2022/2023**




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## KHOMAS REGIONAL COUNCIL

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Tel. No. (061) 292 4400

Fax No. (061) 220317

Our Ref.: W/RFQ/KRC-01/2020/21

Your Ref.: \_\_\_\_\_

Enquiries: D. N Andreas

Pullman Street No. 6688

P. O. Box 3379

WINDHOEK

10 January 2023

### Letter of Invitation

**To: Prospective Bidders**

**Procurement Reference No: W/RFQ/KRC-10/2022/2023**

Dear Sir/Madam,

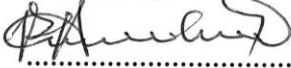
**SUBJECT: CONSTRUCTION OF A PREFABRICATED CLINIC AT MIX SETTLEMENT**

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 Mr. D. N Andreas at Tel: 061 292 4380 or email at [dandreas@khomasrc.gov.na](mailto:dandreas@khomasrc.gov.na)

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned.

Yours faithfully,

7 

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 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 **60 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 **or** certified copy of good Standing Tax Certificate;
- (c) Have an original valid **or** certified copy of 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 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 accredited institutions.
- (j) Bidders should attach a program of work in a form of a Grant 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 within three 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 Khomas Regional Council 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 **25 January 2022, 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. **Only bidders that quoted between the range of 0% above and 10% below the estimated value of the procurement as validated by the financial certificate are eligible for awards!**

Offers that are substantially responsive shall be compared on the basis of evaluated cost.

**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**

Not Applicable for this procurement

**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	<b>Khomas Regional Council</b>
Procurement Reference Number:	<b>W/RFQ/KRC-10/2022/2023</b>
Subject matter of Procurement:	<b>CONSTRUCTION OF A PREFABRICATED CLINIC AT MIX SETTLEMENT</b>

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 **14 days** from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within **90 days** from date of issue of Purchase Order/Letter of acceptance.

### Quotation Authorised by:

<b>Name of Bidder</b>		<b>Company's Address and seal</b>	
<b>Contact Person</b>			
<b>Name of Person Authorising the Quotation:</b>		<b>Position:</b>	<b>Signature:</b>
<b>Date</b>		<b>Phone No./E-mail</b>	

**BID SECURING DECLARATION**

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

**Date:** .....

**PROCUREMENT REF NO: W/RFQ/KRC-10/2022/2023**

**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)



**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.*

## **A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

Conditions and specification for:

1. Prefabrication at Mix Settlement, Windhoek Rural Constituency
2. Concrete works, Plumbing and external works
3. Electrical Installation

## **B. DRAWINGS**

**Attached**

**BILL OF QUANTITIES  
 PREFABRICATED CLINIC AT MIX SETTLEMENT**

	<b>EARTHWORKS</b>				
	<b>Compaction of surfaces</b>				
	Compaction of ground surfaces including scarifying for a depth of 150mm, breaking down oversize material, adding suitable material where necessary and compacting to 90% Mod AASTHO density	50.00	m <sup>2</sup>		
	<b>Excavation in earth not exceeding 1m deep</b>				
	Trenches and holes	28.00	m <sup>3</sup>		
	<b>Earth filling obtained from the excavations and/or prescribed stock piles on site compacted to 93% Mod AASHTO density</b>				
	Backfilling to trenches, holes, etc	4.00	m <sup>3</sup>		
	<b>Coarse river sand filling supplied by the contractor</b>				
	Under floors etc	0.70	m <sup>3</sup>		
	<b>20MPa/19mm concrete</b>				
	Footings, bases and ground beams	18.00	m <sup>3</sup>		
	<b>25MPa/19mm concrete</b>				
	Stairs and landings, including beams and inverted beams	1.00	m <sup>3</sup>		
	<b>Mild steel reinforcement to structural concrete work cut, bent and fixed</b>				
	8mm Diameter bars	26.00	kg		
	<b>High tensile steel reinforcement to structural concrete work cut, bent and fixed</b>				
	12mm Diameter bars	119.00	kg		
	<b>BRICK WORKS</b>				
	<b>Brickwork of 7MPa cement bricks in class I mortar</b>				
	One brick wall	7.00	m <sup>2</sup>		
	<b>Brickwork of 7MPa cement bricks in class II mortar</b>				
	Half brick wall	6.00	m <sup>2</sup>		
	One brick wall	23.00	m <sup>2</sup>		

	<b>ROOF COVERINGS</b>				
	<b>0.5mm 'IBR686'Aluzinc profile steel troughed roofing and all accessories fixed in strict accordance with the manufacturer's instructions with fastening brackets and fixing specifications for areas of strong winds according to "Clotan Steel" with all exposed roofing screws, bolts, etc sealed with a suitable acrylic waterproofing system</b>				
	Roof sheeting in single length sheets	43.00	m <sup>2</sup>		
	<b>40mm Semi-solid flush doors with hardboard covering both sides and concealed hardwood edge strips</b>				
	Door size 813 x 2032mm high	2.00	No		
	<b>CEILINGS AND PARTITIONS</b>				
	<b>Drywall steel stud partitioning with bottom track plugged and top track fixed to underside of ceiling and covered with gypsum plasterboard on both sides</b>				
	<b>Assembling 6000×3000×2800mm high (Prefab material to be supplied by Khomas Regional Council, Health Directorate)</b>				
	Prefabricated Clinic ( <i>labour only</i> )	1.00	No		
	<b>IRONMONGERY</b>				
	<b>Cylinder locks</b>				
	Oval single cylinder lock with oval profile lock case and brass forend	2.00	No		
	<b>STRUCTURAL STEELWORK</b>				
	<b>Purlins and braces bolted to steel</b>				
	Lipped channel section purlins	116.00	kg		
	<b>Sundry steelwork</b>				
	Rectangular or square hollow section purlins and rafters	135.00	kg		
	Tubular hollow section posts or columns	113.00	kg		
	<b>Commercial quality mild steel plates</b>				
	8mm Plates cut to varying shapes and sizes	0.50	m <sup>2</sup>		
	<b>METALWORK</b>				
	<b>Residential type windows with solid brass or chromium plated fittings and factory fitted with and including type NBP33 burglar bars to the whole of the window</b>				
	Window type NE1 size 533 x 654mm high	2.00	No		
	<b>1.2mm Double rebated frames suitable for one brick</b>				

	<b>walls</b>				
	Frame for door size 813 x 2032mm high	2.00	No		
	<b>PLASTERING</b>				
	<b>One coat cement plaster wood floated smooth on brickwork to</b>				
	Walls	34.00	m <sup>2</sup>		
	<b>One coat compo plaster steel trowelled smooth on brickwork to</b>				
	Walls	38.00	m <sup>2</sup>		
	<b>WALL TILING</b>				
	<b>152 x 152 x 5mm Thick white glazed ceramic wall tiles fixed with adhesive to plaster (elsewhere measured) and flush pointed with an approved cement based grout to:</b>				
	Walls	1.00	m <sup>2</sup>		
	<b>Take delivery of, transport to the site, store, protect and lay ceramic tiles fixed with and including adhesive to plastered surfaces (elsewhere measured) and flush pointed with an approved tinted waterproof jointing compound on (cost of wall tiles elsewhere)</b>				
	Floors to patterns	6.00	m <sup>2</sup>		
	Skirting 100mm high	8.00	m		
	<b>Natural anodised aluminium tiling edge strips, etc</b>				
	Bull nosed tiling edge or corner strip suitable for 8mm tiles	8.00	m		
	<b>PLUMBING AND DRAINAGE</b>				
	<b>White vitreous china or glazed fireclay</b>				
	Basin size 510 x 405mm with two tapholes bolted to walls	2.00	No		
	Low level w.c. suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, flush pipe and heavy duty double flap and seat fixed to wall and floor	2.00	No		
	<b>Chromium plated brass</b>				
	32mm Basin waste union with vulcanite plug and chromium plated chain and stay	2.00	No		
	<b>uPVC</b>				
	32mm Bottle trap including tailpipe and wall flange	2.00	No		
	<b>Gate valves, strainers, etc</b>				

	15mm Brass fullway gate valve	1.00	No		
	<b>Chrome plated brass taps and sundries</b>				
	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	4.00	No		
	15mm Raised nose pillar tap	2.00	No		
	<b>The solar water geysers and panels must be installed by the specialist supplier of the geysers and panels.</b>				
	<b>Class 12 HDPE type IV water pipes including all straight joints and connectors laid in ground in trenches not less than 600mm deep, including excavations, backfilling, etc</b>				
	20mm Pipes laid in ground in trenches	30.00	m		
	<b>Extra over HDPE pipes for the following compression fittings</b>				
	20mm Fittings	10.00	No		
	<b>Extra over class 12 uPVC pressure pipes for solvent welded pressure fittings</b>				
	40mm Socket adaptor coupling	2.00	No		
	<b>Hard drawn thin walled class 0 copper pipes to SABS 460 including all straight joints and connectors</b>				
	15mm Pipe fixed or chased into walls	12.00	m		
	<b>Extra over class 0 copper pipes for brass capillary fittings</b>				
	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc	15.00	No		
	<b>uPVC soil, waste and vent pipes including all straight joints and connectors</b>				
	40mm Pipe fixed or chased into walls	6.00	m		
	<b>Extra over uPVC pipes for fittings</b>				
	40mm Bend	5.00	No		
	110mm Access bend	3.00	No		
	110mm Access bend with vent horn	2.00	No		
	110mm Pan connector	2.00	No		
	110mm Air vent cowl	2.00	No		
	<b>Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all straight joints between pipes</b>				

110mm Pipes laid in and including trenches not exceeding 1m deep	18.00	m		
<b>Extra over for the following fittings to underground twin-wall pipes</b>				
110mm Rodding eye	1.00	No		
110mm Long radius bend	2.00	No		
110mm Plain junction	2.00	No		
<b>GLAZING TO STEEL WITH PUTTY</b>				
Panes not exceeding 0.1m <sup>2</sup>	0.48	m <sup>2</sup>		
<b>4mm Silvered float glass copper backed mirrors with polished edges fixed to walls with double sided adhesive tape</b>				
Mirror size 450 x 600mm high	2.00	No		
<b>PAINTWORK</b>				
<b>One coat alkali-resistant plaster primer and two coats Acrylic PVA paint</b>				
On external smooth plastered walls	30.00	m <sup>2</sup>		
<b>One coat alkali resistant plaster primer, one coat undercoat and two coats eggshell enamel paint</b>				
On internal smooth plastered walls and columns	33.00	m <sup>2</sup>		
<b>Touch up factory primer and one coat undercoat and two coats gloss enamel paint</b>				
On door frames	3.00	m <sup>2</sup>		
On windows with glazing bars (both sides measured flat)	0.48	m <sup>2</sup>		
On rails, bars, pipes, etc. not exceeding 300mm girth.	62.00	m		
<b>One coat wood primer, one coat undercoat and two coats gloss enamel paint</b>				
On flush doors	8.00	m <sup>2</sup>		
<b>EXTERNAL WORKS</b>				
<b>Soil poisoning</b>				
Soil insecticide under roads, paving, etc	32.00	m <sup>2</sup>		
Weed killer under roads, pavings, etc	32.00	m <sup>2</sup>		
<b>Rectangular paving stones 25MPa laid on and including 20mm clean sand bed to falls and currents, including all cutting and waste</b>				
55mm Coloured rectangular paving stones in paving to roads, pavings, etc	32.00	m <sup>2</sup>		

	<b>Concrete edge beams</b>				
	20MPa Concrete in edge beam below security fencing size 100 x 200mm high, including all necessary excavation, casing, backfilling, etc	82.00	m		
	<b>Security fencing including two coats aluminium paint on metal stays, framing, etc</b>				
	Security fencing 1800mm high vertically with 600mm long 45° overhang to one side formed of 50mm diameter standards 2500mm long with 600mm overhang cast into and including 300 x 300 x 750mm 20MPa concrete base at average 3m centres, four rows of galvanised straining wires and four rows of 2.5mm galvanised double strand reverse twist barbed wires tied to standards, posts and eye bolts, the 1800mm vertical height covered with 50mm galvanised diamond wire mesh fixed at 300mm centres to each straining wire	82.00	m		
	Extra over for Razor Coil to top of security fencing in lieu of four rows of barbed wire	120.00	m		
	50mm Diameter inclined stay or vertical post 3m long with one end bent to detail and bolted to post and the other end with sole plate cast in and including 20MPa concrete base size 450 x 450 x 600mm	10.00	No		
	75mm Corner or straining posts 3m high vertically with 600mm long 45° overhang with capped end and other end with sole plate cast in and including 20MPa concrete base size 450 x 450 x 600mm deep	8.00	No		
<b>SUB-TOTAL (CIVIL)</b>					
<b>NEW INSTALLATION OF PLUGS &amp; LIGHTS AT MIX SETTLEMENT CLINIC</b>					
	Low Tension Distribution				
	Chased and/or fixed in brickwork not exceeding 300mm above floor level (making good of chase by others)				
	Fixed in dry wall partitioning not exceeding 300mm above floor level				



	20mm Diameter	50.00	m		
	Unplasticised polyvinyl chloride (UPVC) sleeve piping including short lengths and joining, laid in trench (trench backfilling measured elsewhere)				
2	25mm Diameter	3.00	m		
	PVC wires				
3	2.5mm <sup>2</sup>	300.00	m		
	Surfix cables installed				
4	4mm <sup>2</sup> surfix cable to core + Earth	20.00	M		
	Right angle box No. 2 three way				
	16Am switches				
5	Rotary water tight industrial type surface mounted	1.00	No		
6	2L One way complete	1.00	m <sup>3</sup>		
	Flush mounted				
7	Double outlet 100 × 100mm complete with cover	4.00	No		
	Replace or install the following extension boxes				
8	100 × 50mm	1.00	No		
9	100 × 100mm	4.00	No		
	Single pole				
10	1-10Amp	1.00	No		
11	15-25Amp	1.00	No		
	Single pole				
12	50-63 Amp	1.00	No		
	Round bulkhead fitting with white reflector and clear				

	polycarbonate similar or equal to “UNILUX 7610”				
13	With lampholder – 100W ES fitting complete	3.00	No		
	Fluorescent “DEA” tray complete with mounting bracket (cover) for surface installation switch start, but excluding diffusers, standard bi-pin lampholders instead of the ratchet type are not accepted				
14	2 × 36W	4.00	No		
	Flusgh mounted with Galvanised steel Tray				
15	12 Way	1.00	No		
	<b>Supply, Delivery and installation of Complete (plug and play) Solar System with the descriptions below</b>				
16	1 x Revov Cube 800 5kW 10.2kWk with 10 x 475W Solar Panel Jinko – JKM475M-7RL3 including but not limited to:  2 x Surge protection 500VDC suntree, 50 x 4mm single core solar PV1-F cable –Black , 50 x 4mm Single core solar PV1-F cable – Red , 20 x Kliplok nut oshiclamp, 8 x End clamp – Oshiclamp, 12 x Middle Clamp – oshiclamp, 20 x M8 cap screw 30mm – oshiclamp, 20 x IBR R1 Corrugated fixture railless – oshiclamp;  each bracket includes: 2 x EPDM Rubbers, 4 x rivets and 4 x washers	1	item		
<b>SUB-TOTAL (ELECTRICAL)</b>					
<b>TOTAL (CIVIL &amp; ELECTRICAL)</b>					
<b>Add 10% Contingency</b>					
<b>Add 15% VAT</b>					
<b>GRAND TOTAL</b>					

**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: \_\_\_\_\_

**Priced Activity Schedule Authorised By:**

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Authorised for and on behalf of:</b>	<b>Company</b>		

**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: \_\_\_\_\_

*[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]*

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
<b>1</b>	Prefabrication at Mix Settlement, Windhoek Rural Constituency		
<b>2</b>	Concrete works, Plumbing and external works		
<b>3</b>	Electrical Installation		

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

**Specifications and Compliance Sheet Authorised By:**

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Authorised for and on behalf of:</b>	<b>Company</b>		

**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:** \_\_\_\_\_

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].*

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Employer GCC 1.1(r)</b>	Khomas Regional Council
<b>Intended Completion Date GCC</b>	The intended completion date is: <b>31 March 2023</b> Based on the nature of work, the Bidders are encouraged to complete at least within 12 weeks after the acceptance of award.
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: David Andreas Deputy Director: Technical Services
<b>Site GCC 1.1(aa)</b>	<ol style="list-style-type: none"> <li>1. Renovation of four classrooms and toilets at Jan Mohr Secondary School</li> <li>2. Supply of power to class Block, Install Lights &amp; Plugs at Jan Mohr Secondary School</li> </ol>
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: <b>Within 14 days from date of acceptance or issue of purchase order</b>
<b>The Works GCC 1.1(hh)</b>	The Works consist of: <ol style="list-style-type: none"> <li>1. Prefabrication at Mix Settlement, Windhoek Rural Constituency</li> <li>2. Concrete works, Plumbing and external works</li> <li>3. Electrical Installation</li> </ol>
<b>Interpretation GCC 2.2</b>	The following additional documents shall form part of the contract: <b>Drawing and sketch</b>
<b>Interpretation GCC2.3</b>	N/A
<b>Language and Law</b>	The language of the contract is English

GCC Clause Reference	Special Conditions
GCC 3.1	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	<p>Any notice shall be sent to the following addresses:</p> <p><b>Khomas Regional Council</b></p> <p><b>Pullman Street 6688</b></p> <p><b>Windhoek North</b></p> <p><b>Windhoek</b></p> <p>Bidding Document</p> <p>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 _____</p>
Insurance GCC 13.1	<p>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:</p> <p style="text-align: center;"><b>Not applicable for this procurement</b></p>
Site Data 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: <b>Within fourteen (14) days of accepting off Purchase Order and/Award Letter</b>
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

GCC Clause Reference	Special Conditions
	either party.
<b>Program GCC 25.1</b>	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.
<b>GCC 25.3</b>	Program updates shall be required.
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: 6 months
<b>Payment Certificates GCC 39.7</b>	“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”.
<b>Payments GCC 40</b>	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: <ul style="list-style-type: none"> <li>(a) the payment certificate; and</li> <li>(b) Certificate of Completion of the Works.</li> </ul>
<b>Adverse weather Conditions GCC 41.1 (I)</b>	<ul style="list-style-type: none"> <li>(a) Reason of any exceptionally adverse weather conditions such as heavy rains, storms, floods, etc.</li> <li>(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.</li> </ul>
<b>Price Adjustment GCC 44.</b>	The Contract <i>is not</i> subject to price adjustment.
<b>Retention GCC 45.</b>	N/A
<b>Bonus GCC 46.</b>	The rate for the Bonus per calendar day is: N/A
<b>Advance Payment GCC 47</b>	(i) No advance payment shall be made*
<b>GCC 48</b>	“As built” drawings or operating and maintenance manuals <i>are</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]*

**Procurement Reference No.:** \_\_\_\_\_

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing declaration		
Proof of experience		
Qualifications of a brick layer & Electrician		
Company Registration Certificate		
Valid original or certified copy of good Standing Tax Certificate		
Valid original or certified copy of good Standing Social Security Certificate;		
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.		
Bidders should attach a program of work in a form of a Grant Chart		

**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.*