



KHOMAS REGIONAL COUNCIL

**REQUEST FOR SEALED QUOTATIONS:  
WORKS**

**Procurement Reference No:** W/RFQ/KRC-13/2022/2023

**RENOVATION OF WINDHOEK WEST CONSTITUENCY OFFICE**

<b>BIDDER NAME:</b>	
<b>Address:</b>	
<b>Contact details:</b>	
<b>BIDDER AMOUNT (VAT EXCLUSIVE):</b>	
<b>BIDDER AMOUNT (VAT INCLUSIVE):</b>	
<b>CLOSING DATE OF BIDS:</b>	<b>22 February 2023</b>

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



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## KHOMAS REGIONAL COUNCIL

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

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

### Letter of Invitation

To: .....

**Procurement Reference No: W/RFQ/KRC-13/2022/2023**

Dear Sir/Madam,

**SUBJECT: RENOVATION OF WINDHOEK WEST CONSTITUENCY OFFICE**

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 Ms. H. Katjivena at Tel: 061 292 4444 or email at [pmu.krc@khomasrc.gov.na](mailto:pmu.krc@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 1 month 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;
- (c) have an original 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 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 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)
- (l) Bidders must demonstrate proof of availability of funds in the form of a company bank statement or lines of Credits. e.g., accounts materials from suppliers

## 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 February 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 0% above and 10% below the cost estimated of the procurement 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 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***

<b>Quotation addressed to</b>	<b>Khomas Regional Council</b>
<b>Procurement Reference Number:</b>	<b>W/RFQ/KRC-13/2022/2023</b>
<b>Subject matter of Procurement:</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 **7 days** from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within **120 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-13/2022/2023

**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)

[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 set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Khomas Regional Council without qualifying or conditioning their quotations. Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of quotation evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.*

*Samples of Specifications from previous similar Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Khomas Regional Council to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in these Documents.*

*There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.*

*Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.*

### *Equivalency of Standards and Codes*

*Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract.*

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

Conditions and specification for:

1. Renovation of four classrooms and toilets at Jan Mohr Secondary School
2. Supply of power to class Block, Install Lights & Plugs at Jan Mohr Secondary School

**B. DRAWINGS**

N/A

**SECTION IV: PRICED ACTIVITY SCHEDULE**

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

**BILL OF QUANTITIES**  
**Minor Renovations at Windhoek West Constituency office**

No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	<b>DEMOLITIONS AND ALTERATIONS</b>				
	<b>BILL NO. 1</b>				
	<b>Breaking up or breaking down and removing concrete</b>				
1	Concrete surface beds, aprons, pavings, etc approximately 150mm thick	35.00	m <sup>2</sup>		
	<b>Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing off all water and waste pipes as necessary</b>				
2	Electric geyser of differing sizes from inside roof space including geyser tray	1.00	No		
	<b>Sealing of existing roofs and flashings</b>				
3	Fixing electric geyser to the wall	1.00	No		
	<b>EARTHWORKS</b>				
	<b>Earth filling supplied by the contractor compacted to 93% Mod. AASHTO density</b>				
4	Under floors, steps, pavings, etc	100.00	m <sup>3</sup>		
	20MPa/19mm concrete				
	<b>25MPa/19mm concrete</b>				
5	Footings, bases and ground beams	1.00	m <sup>3</sup>		
	<b>DAMP-PROOFING OF WALLS AND FLOORS</b>				
	<b>ROOF COVERINGS</b>				
	<b>0.58mm 'IBR' profile full hard galvanised (Z275 spelter) steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufacturer's instructions</b>				
6	Roof sheeting in single length sheets	120.00	m <sup>2</sup>		
	<b>FLOOR COVERINGS</b>				
	<b>IRONMONGERY</b>				
	<b>Pictogram signs four times countersunk screwed to timber</b>				

7	150 x 100mm letter write to the sign board	25.00	No		
8	300 x 1200mm sign board with court of arm	1.00	No		
	<b>STRUCTURAL STEELWORK</b>				
	<b>Purlins and braces bolted to steel</b>				
9	Lipped channel section purlins	445.00	kg		
	<b>Sundry steelwork</b>				
10	Rectangular or square hollow section posts or columns	265.00	kg		
	<b>METALWORK</b>				
	<b>Galvanised mild steel push-up slatted curtain roller shutters complete with standard bottom rail with overhead box 335mm high, 75mm wide guides, extruded aluminium T-bar with rubber seal and hot dip galvanised ancillary components including 4,5mm thick end plates, guide rails, slide bolt, etc. fixed to brick jambs and concrete lintel over and with canopy cover</b>				
11	Grade door with motor gate	2.00	No		
	<b>The solar water geysers and panels must be installed by the specialist supplier of the geysers and panels.</b>				
	<b>Hard drawn thin walled class 0 copper pipes to SABS 460 including all straight joints and connectors</b>				
12	15mm Pipe fixed or chased into walls	12.00	m		
13	22mm Pipe fixed or chased into walls	18.00	m		
	<b>Extra over class 0 copper pipes for brass capillary fittings</b>				
14	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	8.00	No		
15	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	13.00	No		
	<b>GLAZING TO STEEL WITH PUTTY</b>				
	<b>PAINTWORK</b>				
	<b>Touch up factory primer and one coat undercoat and two coats gloss enamel paint</b>				
16	On rails, bars, pipes, etc. not exceeding 300mm girth.	100.00	m		

	<b>One coat wood primer, one coat undercoat and two coats polyurethane velvet enamel paint</b>				
17	On windows, glazed doors, etc (both sides measured flat)	1.00	m <sup>2</sup>		
	<b>EXTERNAL WORKS</b>				
	<b>Rectangular paving stones 25MPa laid on and including 20mm clean sand bed to falls and currents, including all cutting and waste</b>				
18	Slice stone	50.00	m <sup>2</sup>		
	<b>Electric Fence</b>				
19	Supply, Installation and refurbishment of the electric fence for Windhoek West Constituency office. 204meters length of electric fence with all necessary materials. Contractors are advised to familiarize themselves with the site and volume of works required for proper quoting.	204	m		
		<i>Sub-Total</i>			
		<i>Add Contingency 10%</i>			
		<i>Add VAT 15%</i>			
		<i>Grand Total</i>			

**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>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
<b>1</b>	Renovation of four classrooms and toilets at Jan Mohr Secondary School		
<b>2</b>	Supply of power to class Block, Install Lights & Plugs at Jan Mohr Secondary School		

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

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 May 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 seven (7) days of accepting off Purchase Order and/Award Letter</b>
<b>The Works GCC 1.1(hh)</b>	The Works consist of: <ol style="list-style-type: none"> <li>3. Renovation of four classrooms and toilets at Jan Mohr Secondary School</li> <li>4. Supply of power to class Block, Install Lights &amp; Plugs at Jan Mohr Secondary School</li> </ol>
<b>Interpretation GCC 2.2</b>	The following additional documents shall form part of the contract:
<b>Interpretation GCC2.3</b>	N/A
<b>Language and Law GCC 3.1</b>	The language of the contract is English The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	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



GCC Clause Reference	Special Conditions
	be waived in an emergency affecting safety of personnel or the Works or adjacent property.
<b>Delegation GCC 5.1</b>	The Project Manager <i>may</i> delegate his/her duties.
<b>Notices GCC 6</b>	<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>
<b>Insurance GCC 13.1</b>	<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> <ul style="list-style-type: none"> <li>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc.)</i></li> <li>(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></li> <li>(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></li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(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></li> <li>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></li> </ul> </li> <li>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</li> </ul> <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</p>

GCC Clause Reference	Special Conditions
	insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
<b>Site Date GCC 14.1</b>	The contractor shall be deemed to have examined any Site Data supplemented by any information available to the Contractor.
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: <b>Within seven (7) days of accepting off Purchase Order and/Award Letter</b>
<b>Procedure for Disputes GCC 24</b>	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.
<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) a certificate of Completion of the Works.</li> </ul>
<b>Adverse weather Conditions GCC 41.1 (l)</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> <li>(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.</li> </ul>
<b>Price Adjustment GCC 44.</b>	The Contract <i>is not</i> subject to price adjustment.
<b>Retention</b>	N/A

GCC Clause Reference	Special Conditions
GCC 45.	
<b>Bonus</b> GCC 46.	The rate for the Bonus per calendar day is: N/A
<b>Advance Payment</b> 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]*

**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		

***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.*