



KHOMAS REGIONAL COUNCIL

REQUEST FOR SEALED QUOTATIONS: WORKS

Procurement Reference No: W/RFQ/KRC-12/2024/2025

**Minor Renovations of Tobias Hainyeko
Constituency Office**

BIDDER NAME:	
BIDDER AMOUNT <i>(VAT EXCLUSIVE):</i>	
BIDDER AMOUNT <i>(VAT INCLUSIVE):</i>	
CLOSING DATE OF BIDS:	29 November 2024, 12:00

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

SUBJECT: REQUEST FOR QUOTATION FOR THE RENOVATION OF TOBIAS HAINYEKO CONSTITUENCY OFFICE, KHOMASREGION.

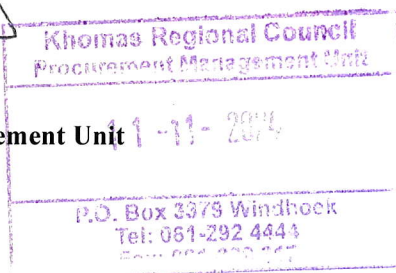
The Khomas Regional Council invites you to submit your best bid for the works described in detail hereattached. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Technical Queries if any, should be addressed to Mr P Amalwa at Tel: 061 292 4399 or email at pamalwa@khomasrc.gov.na

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

Yours faithfully,

Mr. PTN Amalwa:
Head of Procurement Management Unit



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 certified copy of a company Registration Certificate; (in case of limited companies, copy of article of association) clearly indicating the particulars of the shareholders and member's Identity Documents (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963);
- (b) have an original valid good Standing Tax Certificate; (**Valid on the date of bid closure**)
- (c) have an original valid good Standing Social Security Certificate; (**Valid on the date of bid closure**)
- (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) Submit a signed Bid Securing Declaration
- (f) 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.

ADDITIONAL REQUIREMENTS

- i. Bidders attach Qualification for a Bricklayer, a national Diploma in Civil Level 3 from NQA accredited institutions (Qualification obtained from foreign institution, NQA evaluation report must be attached)
- ii. Bidders attach Qualification for an Electrician, a national Diploma in Electrical Level 3 from NQA an accredited institution. (Qualification obtained from foreign institution, NQA evaluation report must be attached)
- iii. Bidders attach Qualification for a Plumber, a national Diploma in plumbing Level 3 from NQA, an accredited institution. (Qualification obtained from foreign institution, NQA evaluation report must be attached)
- iv. Must have at least Three (3) years of experience in construction work (Attach practical completion certificates or reference letters for similar projects)
- v. Bidders should attach a program of work in the form of a Ghant Chart

- vi. All pages of the bid document must be initiated and bid document must be duly completed

5. Bid Securing Declaration

Bidders are required to 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 **29 November 2024, 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 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 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 authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it will be rejected**

Quotation addressed to	Khomas Regional Council
Procurement Reference Number:	W/RFQ/KRC-12/2024/2025
Subject matter of Procurement:	

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 Authorized 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-12/2024/2025

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

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Renovation of Tobias Hainyeko Constituency Office

B. DRAWINGS

Attached

Item No		Quantity	Rate	Amount
	<u>SECTION NO. 1</u>			
	<u>BILL NO. 1</u>			
	<u>PRELIMINARY AND GENERAL</u>			
	<u>NOTES</u>			
	i) The Agreement and Schedule of Conditions of Building Contract shall be in the form approved and recommended by the Namibia Institute of Architects, the Institute of Namibian Quantity Surveyors and the Construction Industry Federation of Namibia, 2009 edition.			
	ii) The Model Preliminaries as recommended and published by the Association of South African Quantity Surveyors, 2016 edition shall be deemed to be incorporated herein.			
	iii) Tenderers are referred to the abovementioned documents for the full intent and meaning of each clause thereof (hereinafter referred to by heading and clause number only) for which such allowance must be made as may be considered necessary.			
	iv) Where standard clauses or alternatives are not applicable to this contract such modifications, corrections or supplements as will apply are given under each relevant clause heading.			
	v) Where N/A appears opposite any clause, such clause as detailed in the standard documents referred to is NOT APPLICABLE to this contract.			
	<u>SECTION A : CONDITIONS OF BUILDING CONTRACT</u>			
1	Clause 1: Scope of Contract			
	The works consist of the renovating the existing Tobias Hainyeko constituency offices, including repairing cracks and repainting the structure.	Item		
2	Clause 2: Drawings, Bills of Quantities, etc	Item		
3	Clause 3: Contractor to provide everything necessary	Item		
	Section No. 1			
	Bill No. 1			

Preliminaries

Carried Forward

Brought Forward

N\$

4	Clause 4: Local and Other Authorities' Notices and Fees	Item
5	Clause 5: Setting out of Works	Item
6	Clause 6: Materials and Workmanship to conform to description	Item
7	Clause 7: Site Representative	Item
	The site representative shall be a competent person fully conversant in English and in construction work.	
8	Clause 8: Access to Works	Item
9	Clause 9: Clerk of Works	Item
10	Clause 10: Prices for Variations, etc	Item
11	Clause 11: Bills of Quantities	Item
12	Clause 12: Unfixed Materials	Item
13	Clause 13: Practical Completion and Defects Liability	Item
	Refer to the Schedule.	
14	Clause 14: Assignment or subletting	Item

Add the following:

'The Contractor shall upon request submit to the Principal Agent in writing the names of the sub-contractors that he proposes to employ on the Works and the Principal Agent shall within 21 days inform the contractor in writing of his approval or disapproval of such Sub-Contractors.'

'The Contractor shall not cede or assign his rights or claims to any monies due or likely to become due to him under this contract. No such cession or assignment will be recognised by the Employer'.

Section No. 1 Bill No. 1 Preliminaries	Carried Forward	N\$	
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	Brought Forward		N\$
15	<p>Clause 15: Nominated and Selected Sub-Contractors</p> <p>The last sentence of sub-clause 15.1 is amended to read as follows:</p> <p>'If the relevant provisional sum does not specify that the Sub-Contractor is to be a nominated Sub-Contractor, then the Sub-Contractor concerned shall be deemed to be a selected Sub-Contractor, regardless of any indication to the contrary.'</p> <p>Notwithstanding the provisions of sub-clause 15.2, the Contractor shall furnish the Principal Agent with the names of at least six (where possible) Sub-Contractors who desire to tender for the Sub-Contract Works.</p> <p>Delete the following wording from sub clause 15.5: 'less only the appropriate portion if any of the retention fund'.</p>	Item	
16	Clause 16: Indemnities, Liabilities, Works Risk and Reinstatement	Item	
17	Clause 17: Insurances Works Risk and Insurance Refer to the Schedule.	Item	
18	<p>Clause 18: Dates for Possession and Practical Completion</p> <p>The contract period(s) specified in the Schedule of Variables, excludes the annual builders' holidays. In the event that any contract period(s) overlap these holidays, then the contract period will be extended for a period of 21 days per annum for the annual builders' holidays. All other holidays, builders' long weekends, etc, are counted as part of the contract period.</p> <p>Refer to the Schedule.</p>	Item	
19	<p>Clause 19: Penalties for Non-Completion</p> <p>Refer to the Schedule.</p> <p>Notwithstanding the provisions of this clause, the Employer reserves the right to reconsider and/or amend any certificate issued by the Principal Agent in connection with this clause.</p>	Item	
20	Clause 20: Delay and Extension of Time	Item	

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Preliminaries

Carried Forward

**Renovation of Tobias Hainyeko
Constituency Office**
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Brought Forward

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Notwithstanding the provisions of this clause, the Employer reserves the right to review and/or amend any extension of time granted by the Principal Agent.

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| 21 | Clause 21: Failure by Contractor to comply with Principal Agent's Instructions | Item |
| 22 | Clause 22: Determination by Employer | Item |
| 23 | Clause 23: Determination by Contractor | Item |
| 24 | Clause 24: Prime Costs, Provisional Sums, Artists | Item |
| 25 | Clause 25: Certificates and Payments | |

Notwithstanding the provisions of this Clause, all retention monies will be held by the Employer and NO interest will be paid by the Employer on retention monies.

Item

Notwithstanding the provisions of sub-clause 25.2.2, the value of any unfixed materials or goods before delivery is made thereof to or adjacent to the works, will only be included in a monthly certificate if the Contractor has obtained the prior written consent of the Employer.

Where such written consent is given by the Employer, the Employer reserves the right to request a bank guarantee in a format approved by the Employer covering the full cost of such materials or goods and in favour of the Employer. The guarantee shall be effective from the date of the certificate issued by the Principal Agent and until thirty days after the materials have been delivered to the works and properly stored and protected whereafter the provisions of clause 12 and sub-clause 25.2.1 shall apply.

Retention monies will be calculated on the relevant amounts certified excluding value added tax.

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| 26 | Clause 26: Disputes and Arbitration | |
| | Refer to the Schedule. | Item |
| 27 | Clause 27: Definitions | Item |

N\$

Carried Forward

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Preliminaries

Brought Forward		N\$
<u>SCHEDULE OF VARIABLES</u>		
The Schedule at the end of the Conditions of Contract will be completed as follows:		
The order of priority of the Contract Documents shall be as follows:		
<ul style="list-style-type: none"> Agreement and Schedule of Conditions of Building Contract (highest) 1 Contract Drawings 2 Specifications 3 Bills of Quantities 4 		
Clause 13.2 The patent defects liability period shall be 3 (three months)		
Clause 17.1 The amount of insurance required shall be (public liability) N\$ 2,000,000.00 for each and every occurrence without limit to the number of occurrences		
28	Clause 17.2 The amount of insurance required shall be (lateral support) not applicable	N/A
Clause 17.3 The amount of liability and insurance required shall be (replacement) equal to the contract sum plus 20%		
Clause 18 Date of possession of site :		
TBC		
Date for practical completion :		
The practical completion time for the Project as a whole is 3 (Three) CALENDER MONTHS, including all statutory holidays and excluding the annual builder's holidays.		
Clause 19: Penalties for non-completion : N\$ 1000.00 per calendar day		
Clause 25.1 the Period for payment by the Employer to Contractor : 30 days		
Carried Forward		N\$
Section No. 1 Bill No. 1 Preliminaries		

	Brought Forward		N\$
29	<p>Clause 25.4.5 Financial institution where Retention Fund is to be invested : Not applicable</p> <p>Clause 26 Name of Arbitrator : To be nominated by the President of the Namibia Council for Architects and Quantity Surveyors</p> <p><u>SECTION B : PRELIMINARIES</u></p> <p><u>BI: Supplementary documentation</u></p>	N/A	
30	<p>B1.1: Bills of Quantities</p> <p>These Bills of Quantities contain pages and annexures as indexed on the flyleaf.</p> <p>Items in these Bills of Quantities are to be read and priced in conjunction with and the descriptions regarded as amplified by the Model Preambles for Trades as recommended and published by the Association of South African Quantity Surveyors, 2008 edition, and no claim arising from brevity of description of items fully described in the said Model Preambles for Trades will be entertained.</p>	Item	
31	B1.2: Provisional Bills of Quantities	N/A	
32	B1.3: Availability of construction documentation for contracts based on bills of quantities	Item	
33	<p>B1.4: Name of Principal Agent, Quantity Surveyor and other Consultants:</p> <p>Principal Agent : CES Namibia</p> <p>Quantity Surveyors : CES Namibia</p> <p>Structural & Civil Engineers : TBC</p>	Item	
34	<p>B1.5: Lodging and scrutiny of priced Bills of Quantities</p> <p>These Bills of Quantities must be extended in black ink.</p>	Item	

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Carried Forward

Brought Forward

N\$

The attention of the Tenderer is directed to the fact that his original priced Bills of Quantities used for tendering purposes must be completed in black ink and must be submitted together with the Form of Tender as stipulated in clause (4) (I) on page F2 of the Form of Tender. The use of correcting fluid and failure to initial every page may result in the disqualification of the tender.

35	B1.6: Meaning of words	Item
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36	B1.7: Performance Guarantee by the Contractor	Item
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The full security for the due fulfilment of all obligations under this contract is to remain in force for sixty days after practical completion.

No guarantee containing any clause that allows the financial institution providing such guarantee to either withdraw from their undertaking before sixty days after practical completion or that stipulates an expiry date is acceptable.

Notwithstanding the above, the guarantee will only be returned to the Contractor after receipt of satisfactory proof that the Contractor has met all his obligations under any and all selected and nominated Sub-Contract agreements applicable to this contract.

37	B1.8: Payment Guarantee by Employer	N/A
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38	B1.9: Waiver of Contractor's lien	Item
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39	B1.10: Signing powers	Item
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40	B1.11: Tenders	Item
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Notwithstanding anything contained in this clause tenders shall be valid for a period of ninety days (90) from the closing date of tenders.

The Employer reserves the right to correct any arithmetical or other errors in the extension of the rates and totals in the tender and / or to adjust any rates that are considered by him to be imbalanced and unacceptable. Such adjustments will be done without affecting the Tender Sum.

41	B1.12: Inspection of documents	Item
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<div>Section No. 1 Bill No. 1 Preliminaries</div>	<div>Carried Forward</div>	<div>N\$</div>	
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	Brought Forward		N\$
	Principal agent's drawings for the specific items with details that cannot be easily described these Bills of Quantities for tender purposes.		
	Notwithstanding the issue of the above mentioned drawings it will remain the responsibility of the Tenderer to study all available drawings at the offices of the Principal Agent or Quantity Surveyor during office hours to acquaint himself with all the cost implications of the design.		
	<u>B2: The site</u>		
42	B2.1: Site and site boundaries	Item	
	The site of the works is located in Okuryangava Erf no. 2305, Omuwapu Street, Katutura, Windhoek.		
	A mandatory site visit will be held for all Tenderers to acquaint themselves thoroughly with the nature and extent of the works.		
43	B2.2: Area of the works	Item	
	The area of the works to be occupied by the Contractor, any restriction to the area and the limit of access or exit will be pointed out to the contractor by the Principal Agent on handing over of the site.		
44	B2.3: Boundary beacons, setting out pegs and master datum	N/A	
	The Contractor shall notify the Principal Agent if any encroachments of adjoining foundations, buildings, structures, pavements, etc, exist so that the necessary arrangements can be made for the rectification of such encroachments.		
45	B2.4: Site soil investigation	Item	
46	Site soil investigation report is available and the tenderer is advised to acquire the report on request.	Item	
47	B2.5: Viewing of the site is compulsory	Item	
	No claim for extras arising from the Contractor having failed to comply with this Clause will be entertained.		
Section No. 1			

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**Renovation of Tobias Hainyeko
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48	B2.6: Existing premises occupied	Item
49	B2.7: Dimensional accuracy of work executed under the previous contract	Item
50	B2.8: Defects in work executed under the previous contract	Item
51	B2.9: Existing known services	Item
	Existing services and points of connection are shown on the site plan or will be pointed out on the site by the Principal Agent.	
52	B2.10: Unknown services	N/A
53	B2.11: Protection of trees	N/A
54	B2.12: Articles of value	N/A
55	B2.13: Inspection of nearby properties, etc	N/A
	<u>B3: Management of contract</u>	
56	B3.1: Management of works	Item
57	B3.2: Programming of the works	Item
	The Contract shall be programmed by the Contractor in accordance with alternative B.	
58	B3.3: Progress meetings	Item
59	B3.4: Technical meetings	Item
	<u>B4: Materials and workmanship</u>	
60	B4.1: Samples of materials	Item
61	B4.2: Samples of workmanship and mockups	Item
62	B4.3: Ordering of materials	Item

B5: Temporary works and plant

63 B5.1: Deposits and fees

Item

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64	B5.2: Enclosure of works	Item
65	B5.3: Pavement crossings and parking meters	Item
66	B5.4: Advertising	Item
67	B5.5: Plant and equipment	Item
68	B5.6: Special scaffolding	Item
No special scaffolding is measured as these Bills of Quantities are based on the sixth edition of the Standard System for Measuring Building Work.		
69	B5.7: Contractor's offices and sheds	Item
Under NO circumstances may any of the buildings at any stage be used for temporary accommodation for workers, Contractor's offices or the storage of materials.		
70	B5.8: Offices	Item
71	B5.9: Office of the clerk of works	N/A
72	B5.10: Main noticeboard	Item
73	B5.11: Sub-Contractors' noticeboard	N/A

B6: Temporary services

74	B6.1: Water	Item
The Contractor shall provide water for the works in accordance with alternative C.		
75	B6.2: Electricity and lighting	Item
The Contractor shall provide electricity for the works in accordance with alternative C.		
76	B6.3: Telephones	Item
77	B6.4: Toilets	Item

The Contractor shall provide toilets in accordance with alternative A.

Carried Forward

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N\$

B7: Prime cost and provisional amounts

78	B7.1: Cash discount	Item
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All prime cost items and provisional sums are nett and do not include a cash discount, nor will the Contractor be allowed or be entitled to a cash discount.

79	B7.2: Taking delivery and fixing of prime cost items	Item
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80	B7.3: Nominated or selected Sub-Contract documents	Item
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81	B7.4: Attendance on nominated or selected Sub-Contractors	Item
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82	B7.5: Fuel, power and water for commissioning of mechanical and other specialised installations	Item
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B8: Financial aspects

83	B8.1: Sales taxes	Item
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Delete the whole of this clause and replace with the following clause 8.1 Taxes, etc.

84	B8.1: Taxes, etc	Item
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Value Added Tax (VAT) is payable on this contract.

85	B8.2: Contract Price Adjustment Provisions	Item
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No Contract Price Adjustment Provisions applies to this contract.

86	B8.3: Payment of Preliminaries	Item
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Payment of Preliminaries will be calculated from the priced items within the preliminaries in accordance with alternative B.

87	B8.4: Adjustment of Preliminaries	Item
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The adjustment of Preliminaries will be on the basis of fixed price, value related and time related items in accordance with method 2.

Section No. 1 Bill No. 1 Preliminaries	Carried Forward	N\$	
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Brought Forward

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In addition to the exclusions mentioned in the third paragraph of this clause it shall be deemed that "day works" be added as a fourth exclusion.

- | | | |
|----|--|------|
| 88 | B8.5: Certificate payment projection | Item |
| 89 | B8.7: Information supplied by Contractor | Item |

B9: General

- | | | |
|----|--|------|
| 90 | B9.1: Protection | Item |
| 91 | B9.2: Protection of existing and/or partially occupied works | Item |
| 92 | B9.3: Safety | Item |
| 93 | B9.4: Site security | Item |
| 94 | B9.5: Notice before covering work | Item |
| 95 | B9.6: Disturbance | Item |
| 96 | B9.7: Clearing and cleaning | Item |
| 97 | B9.8: Vermin | Item |
| 98 | B9.9: Overhand work | Item |
| 99 | B9.10: Jobbing | Item |

SECTION C : SPECIFIC PRELIMINARIES

- | | | |
|-----|----------------|------|
| 100 | Revenue stamps | Item |
|-----|----------------|------|

The Contractor must allow for and provide all necessary revenue stamps required in connection with the Agreement and Schedule of Conditions of Building Contract and the Performance Guarantee in accordance with the Stamp Duty Act.

- | | | |
|-----|------------------------------|------|
| 101 | Proprietary branded products | Item |
|-----|------------------------------|------|

Section No. 1 Bill No. 1 Preliminaries	Carried Forward	N\$	
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[illegible]

Bill No. 1
Preliminaries

Carried Forward
Brought Forward

Renovation of Tobias Hainyeko
Constituency Office
N\$
N\$

Brought Forward		N\$
107	<p>Only those trees as are indicated by the Principal Agent shall be removed. All other trees are to be protected during the building operations and no workmen may damage these trees in any way. The Contractor is to note that some trees may occur within the area of building operations. Before removing such trees, the Contractor is to obtain specific instructions from the Principal Agent as whether such trees may be removed or not.</p> <p>Letter of Intent for the issue of a Performance Guarantee</p> <p>The Tenderer shall within seven (7) days of having being requested to do so submit to the Principal Agent a letter of intent from the Tenderer's Namibian Bank or Insurance Company indicating their intent to provide a performance guarantee in favour of the Employer in the event that the Tenderer is awarded the Contract.</p>	Item
Carried to Final Summary		N\$
Section No. 1 Bill No. 1 Preliminaries		

Item No		Quantity	Rate	Amount
	<u>SECTION NO. 2</u>			
	<u>BUILDER'S WORK</u>			
	<u>BILL NO. 1</u>			
	<u>ALTERATIONS</u>			
	<u>SUPPLEMENTARY PREAMBLES</u>			
	For preambles see "Model Preambles for Trades"			
	<u>REPAIRS TO CERAMIC FLOOR AND WALL TILING</u>			
	<u>Hacking up/off and removing ceramic tiles including removing mortar bed or adhesive from concrete or brickwork and preparing surfaces for new screed, plaster, tiles finish, etc</u>			
1	Hack off wall tiling in small isolated patches and re-tile with new tiles to match existing	m2	3	
2	Hack off floor tiling in small isolated patches and re-tile with new tiles to match existing	m2	3	
3	Re-fix loose wall tiles approximate size 250 x 250mm	No	5	
4	Re-fix loose skirting tiles approximate size 30 x 100mm	No	5	
	<u>REPAIRS AND SUNDRIES TO CONCRETE</u>			
5	15Mpa concrete in topping 30mm thick in chipped concrete in apron, ramp, paving, etc including finishing off smooth with a wood float or steel trowel	m2	1	
	Carried Forward			
	Section No. 2 Bill No. 1 Alterations		N\$	

Brought Forward			N\$
<u>REPAIRS AND SUNDRIES TO BRICKWORK</u>			
<u>Surface crack</u>			
6	Repair crack through joints in external plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, stapling two layer of chicken mesh over the crack and replastering to match existing	m	13
7	Repair crack through joints in internal plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, stapling two layer of chicken mesh over the crack and replastering to match existing	m	18
8	Repair crack not through joints in external plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, R6 reinforcement 300mm long including 100mm long bend fixed to brickwork with epoxy, staple two layers of chicken mesh over the crack and replaster to match existing	m	10
9	Repair crack not through joints in internal plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, R6 reinforcement 300mm long including 100mm long bend fixed to brickwork with epoxy, staple two layers of chicken mesh over the crack and replaster to match existing	m	5
10	Neatly clean crack with sharp tool and prepare and fill with acrylic filler applied strict accordance with specifications	m	46
<u>Deep Crack</u>			
11	Repair crack through joints in external plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, stapling two layer of chicken mesh over the crack and replastering to match existing	m	13
12	Repair crack through joints in internal plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, stapling two layer of chicken mesh over the crack and replastering to match existing	m	18
Carried Forward			N\$
Section No. 2 Bill No. 1 Alterations			

Brought Forward		N\$	
13	Repair crack not through joints in external plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, R6 reinforcement 300mm long including 100mm long bend fixed to brickwork with epoxy, staple two layers of chicken mesh over the crack and replaster to match existing	m	10
14	Repair crack not through joints in internal plaster by hacking off the plaster around the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, R6 reinforcement 300mm long including 100mm long bend fixed to brickwork with epoxy, staple two layers of chicken mesh over the crack and replaster to match existing	m	5
15	Neatly clean crack with sharp tool and prepare and fill with acrylic filler applied strict accordance with specifications	m	46
<u>Making good external cement plaster</u>			
16	Walls in patches	m2	5
<u>Making good internal cement plaster</u>			
17	Walls in patches	m2	5
Alterations			
Section No. 2 Bill No. 1			

Carried Forward
N\$

Brought Forward

N\$

**REPAIRS TO IRONMONGERY AND
METALWORK**

**Taking out and removing sundry ironmongery items,
etc**

18	Soap dispensers	No	4	
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Fasten, adjust etc and leave in proper working order

19	Door lock sets	No	15	
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20	Supply and install sandblasting vinyl stickers for guardhouse as per Brand Plan Advertising Quotation: 14691 or similar approved			Item
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**REPAIRS AND SUNDRIES TO DOORS,
WINDOWS ETC**

21	Adjust and repair timber door for ease of swing and closing	No	15	
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22	Service, align and clean aluminium door for ease of swing and closing	No	2	
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23	Service, align and clean aluminium window for ease of sashes closing properly	No	14	
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REPAIRS TO CEILINGS

Suspended ceilings

24	Remove suspended ceilings in isolated panels, including all hangers, tees, cornices, etc	m2	4	
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25	Clean off existing suspended ceilings of oil, grime and dirt etc with appropriate cleaning solution and rinsing off all acid residue	m2	255	
----	--	----	-----	--

26	Refix loose ceiling hangers, main tees. cross tees, etc	m	20	
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<div>Section No. 2 Bill No. 1 Alterations</div>	<div>Carried Forward</div> <div>N\$</div>
---	---

Brought Forward

N\$

REPAIRS TO JOINERY FITTINGS

Reception Counter

27	Allow the amount of N\$ 10 000,00 (Ten Thousand Namibia Dollars) for closing bottom of reception desk	Item	10 000,00
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Kitchen Counter

28	Allow the amount of N\$ 10 000,00 (Ten Thousand Namibia Dollars) for fixing the kitchen cabinets	Item	10 000,00
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REPAIRS AND SUNDRIES TO EXISTING ROOF COVERINGS

Fibre Cement

29	Remove damaged fibre cement roof soffit	m2	13
30	Replace damaged or missing roof soffit with new 9mm nutec sheets	m2	13

REPAIRS AND SUNDRIES TO PLUMBING AND DRAINAGE

Sanitary fittings

31	Inspect, service and fix existing wash hand basin, including new fittings as may be necessary	No	4
32	Inspect, service and fix existing WC, including new fittings as may be necessary	No	3
33	Inspect, service and fix existing urinal, including new fittings as may be necessary	No	3

Undercounter geyser

34	Inspect, service and fix existing geyser, including new fittings as may be necessary	No	1
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Rodding Eye

35	Replace damaged or broken rodding eye with new 110mm cast iron "ABC" cleaning eye including fixing concrete etc	No	1
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Brought Forward			N\$
<u>REPAIRS AND SUNDRIES TO PAVING</u>			
36	Lift up interlocking paving stones or precast paving slabs where the surface has sagged in small isolated areas, scarify and compact existing surface under, provide and lay additional base course and clean sand bedding as necessary and re-lay paving stones or paving slabs	m2	1
<u>CLEANING</u>			
37	General cleaning of braai areas and chimneys	No	1
38	Remove old notice board and making good floor where poles removed	No	1
<u>REPAIRS AND SUNDRIES TO ELECTRICAL WORK</u>			
39	Replace missing or damaged light tubes in reception area including new fittings as may be necessary(as per site visit)	No	1
<u>SEALING AND FIXING ROOF COVERING</u>			
40	Inspecting, fixing and sealing roof	m2	361
Carried Forward to Summary of Section No. 2			N\$
Section No. 2			
Bill No. 1			
Alterations			

SECTION NO. 2

BUILDER'S WORK

BILL NO. 2

CEILINGS, PARTITIONS & ACCESS FLOORING, ETC.

NOTES:

Attention is directed to the relevant sections of the Model Preambles for Trades which forms a part of this Bill and must be read in conjunction herewith.

Supplementary preambles

Electrical light fittings, diffusers, panels, etc, generally are "lay in" units of the same dimensions as the suspension grid described and allowance must be made accordingly for their support inclusive of any flexibility in setting out that may be required (ceiling panels have not been deducted and pricing is to take cognisance thereof)

1	600 x 1200 x 12,5mm "Owadek Gypsum" or similar approved ceiling panels face-covered with white embossed vinyl laid on "Owaconstruct" S3 exposed demountable butt-cutt T24 suspension system including galvanised main tees, cross tees, etc. All suspended with galvanised hangers at centres not exceeding 1200mm and installed to manufacturer's instructions	m2	4
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Carried Forward to Summary of Section No. 2

N\$

Section No. 2

Section N
Bill No. 2

Ceiling, Partitions, Access Flooring

Item No	Quantity	Rate	Amount
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SECTION NO. 2

BUILDER'S WORK

BILL NO. 3

IRONMONGERY

NOTES:

Attention is directed to the relevant sections of the Model Preambles for Trades which forms a part of this Bill and must be read in conjunction herewith.

BATHROOM FITTINGS

Cleanex or similar approved

1	Soap dispenser (white enamel), plugged	No	4
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LETTERS, NAMEPLATES, ETC

2mm Thick natural anodised cut aluminium letters in font "TW CEN MT CONDENSED", colour: black secured to door with silicone

2	50mm High: COUNCILLORS OFFICE	No	1
3	50mm High: THC.2	No	1
4	50mm High: THC.3	No	1
5	50mm High: THC.4	No	1
6	50mm High: THC.5	No	1
7	50mm High: THC.6	No	1
8	50mm High: BOARDROOM	No	1
9	50mm High: STOREROOM	No	1
10	50mm High: CLEANERS STORE	No	1

11	50mm High: KITCHEN	No	1	
				N\$
	Section No. 2 Bill No. 3 Ironmongery	Carried Forward		

Brought Forward			N\$
12	150 x 150mm Sign for male bathroom	No	2
13	150 x 150mm Sign for female bathroom	No	2
14	150 x 150mm Sign for disabled bathroom	No	1
<u>CORNER PROTECTORS</u>			
<u>Aluminium</u>			
15	30 x 30 aluminium corner protector 2000mm high, fixed on both sides	No	1
Carried Forward to Summary of Section No. 2			N\$

Ironmongery

[illegible]

Bill No. 4
Paintwork

Carried Forward

**Renovation of Tobias Hainyeko
Constituency Office**
N\$

Brought Forward			N\$	
<u>ON FIBRE-CEMENT</u>				
<u>Clean down and prepare, apply one coat "Pera Rill/Medium" to match existing or similar approved</u>				
7	On ceilings, including cornices and cover strips	m2	22	
8	On fascias and soffit linings	m2	48	
9	Extra for additional one coat of paint (rate only)	m2		
<u>ON METAL</u>				
<u>Prepare remove all rust and mill scale and welding spots an apply one coat zinc chromate undercoat and two coats high glass enamel to match existing (or similar approved)</u>				
10	On door frames	m2	16	
11	Extra for additional one coat of paint (rate only)	m2		
<u>ON WOOD</u>				
<u>Clean down and prepare, apply one coat high gloss enamel paint to match existing or similar approved</u>				
12	On timber doors	m2	48	
<u>Clean down and prepare, apply one coat dark brown gloss polyurethane varnish to match existing or similar approved</u>				
13	On rails, skirting, etc not exceeding 300mm girth	m	15	
14	Extra for additional one coat of paint (rate only)	m		
Carried Forward to Summary of Section No. 2			N\$	

Section No. 2
Bill No. 4
Paintwork

Item No		Quantity	Rate	Amount
	<u>SECTION NO. 2</u>			
	<u>BUILDER'S WORK</u>			
	<u>BILL NO. 5</u>			
	<u>EXTERNAL WORKS</u>			
	<u>SUPPLEMENTARY PREAMBLES</u>			
	For Preambles refer to "Model Preambles for Trades"			
	<u>PAINTWORK FOR BOUNDARY WALL</u>			
	<u>PAINTWORK TO PREVIOUSLY PAINTED AND PLASTERED OR SCREEDED SURFACES</u>			
	<u>Clean down and prepare, apply one coat "Acrylic PVA" grade 1 to match existing or similar approved</u>			
1	On boundary wall	m2	236	
2	Extra for additional one coat of paint (rate only)	m2		
3	Mouldings and bands not exceeding 300mm wide or girth in colours differing from surrounding work	m	14	
	<u>ON METAL</u>			
	<u>Prepare remove all rust and mill scale and welding spots an apply one coat zinc chromate undercoat and two coats high glass enamel to match existing (or similar approved)</u>			
4	On gates, grilles, burglar screens, balustrades, etc (both sides measured over the full flat area)	m2	35	
5	On general surface of steel on carport	m2	17	
	<u>PAVING</u>			
	<u>Approved earth filling supplied by the Contractor and compacted in layers not exceeding 150mm thick</u>			
6	G5 layer in 150mm layers compacted under paving	m3	22	
Section No. 2				

Bill No. 5
External works

Carried Forward

**Renovation of Tobias Hainyeko
Constituency Office**
N\$

Brought Forward			N\$	
<u>Compaction of ground surface under floors etc including scarifying for a depth of 150mm, breaking down oversize material, adding suitable material where necessary and compacting to 93% Mod AASHTO density</u>				
7	Under floors, etc. including forming and poisoning shallow furrows against foundation walls, etc.	m2	144	
<u>Soil insecticide</u>				
8	Under floors, etc. including forming and poisoning shallow furrows against foundation walls, etc.	m2	144	
<u>PRECAST CONCRETE</u>				
<u>Concrete Class 35Mpa interlocking paving block laid to an approved pattern and including 25mm thick sandbed with joints filled with similar sand broomed</u>				
9	60mm Interlock Paving	m2	144	
Carried Forward to Summary of Section No. 2			N\$	
Section No. 2				
Bill No. 5				

External works

SECTION SUMMARY - Building Work		Page No	Amount	
Bill No				
1	Alterations	20		
2	Ceiling, Partitions, Access Flooring	21		
3	Ironmongery	23		
4	Paintwork	25		
5	External works	27		
Carried to Final Summary			N\$	
Section No. 2				

**Renovation of Tobias Hainyeko
Constituency Office**

Section No	<u>FINAL SUMMARY</u>	Page No	Amount
1	Preliminaries	14	
2	Building Work	28	
	SUB-TOTAL		N\$
	<u>Contingencies</u>		
	Provide the sum of N\$ 50 000,00 (Fifty Thousand Namibia Dollar) for contingencies to be used as directed by the Principal Agent and to be deducted in whole if not required		N\$ 50 000,00
	SUB-TOTAL		N\$
	ADD : VAT @ 15%		N\$
	TOTAL		N\$
	Carried to Form of Tender		N\$

Priced Activity Schedule authorized By:

Name:		Signature:	
Position:		Date:	
Authorized 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-12/2024/2025**

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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Renovation of Tobias Hainyeko Constituency Office		

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

Specifications and Compliance Sheet authorized 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-12/2024/2025

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Khomas Regional Council
Intended Completion Date GCC	The intended completion date is: February 2024 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)	Renovation of Tobias Hainyeko Constituency Office
Start Date GCC 1.1(dd)	The Start Date shall be: December 2024
The Works GCC 1.1(hh)	The Works consist of: Renovation of Tobias Hainyeko Constituency Office
Interpretation GCC 2.2	The following additional documents shall form part of the contract : Drawings
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	The Project Manager <i>may</i> delegate his/her duties.

GCC Clause Reference	Special Conditions
GCC 5.1	
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>Khomas Regional Council</p> <p>Pullman Street 6688</p> <p>Windhoek North</p> <p>Windhoek</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> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: The Contractor shall take adequate insurance cover for its works, plant and materials for any claim arising in the execution of the works (b) for loss or damage to Equipment: The Contractor shall take adequate insurance cover for loss or damage to the equipment (c) for personal injury or death: of the Contractor's employees: The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works. (d) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <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	The contractor shall be deemed to have examined any Site Data supplemented

GCC Clause Reference	Special Conditions
GCC 14.1	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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	(a) Reason of any exceptionally adverse weather conditions such as heavy rains, storms, floods, etc. (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.
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

GCC Clause Reference	Special Conditions
Advance Payment GCC 47	(i) No advance payment shall be made*
GCC 48	“As built” drawings or operating and maintenance manuals are not 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.: W/RFQ/KRC-12/2024/2025

Description	Attached	Not Attached
Quotation letter		
Bid Securing Declaration		
Valid Company Registration Certificate		
Valid Good Standing Tax Certificate		
Certified copy of Good Standing Social Security Certificate		
Certify 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 wage payable to its personnel in respect of this proposal are compliant to the relevant laws, remuneration Order Signed written undertaking as contemplated in Section 138 (2) of the Labour Act, 2007		
Priced Activity Schedules		
Specification and Compliance Sheet		

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.*