



Otjozondjupa Regional Council



Tel: (067) 303702/303619
Fax: (067) 302760/302742

P.O. Box 1682
Otjiwarongo
NAMIBIA

BIDDING DOCUMENT

FOR

PROCUREMENT OF WORKS

PROCUREMENT REFERENCE NUMBER: W/RFQ/OTRCED-01/2024/2025

PROCUREMENT DESCRIPTION:

RENOVATION OF FIVE (5) CLASSROOMS ROOF AT KALKFELD PRIMARY SCHOOL

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 30th September 2024 @ 10h00

**Procurement Management Unit
Otjozondjupa Regional Council
P.O. Box 1682
Otjiwarongo
Namibia**



Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168
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P.O. Box 1682
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Letter of Invitation

Bidder's name

Contact number

PROCUREMENT REFERENCE NUMBER: W/RFQ/OTRCED-01/2024/2025

Dear Sir/Madam,

Otjozondjupa Regional Council, invites you to submit your best quote for the items described in detail hereunder.

RENOVATION OF 5 CLASSROOMS ROOF AT KALKFELD PRIMARY SCHOOL

Any resulting contract shall be subject to the terms and conditions referred to in the document.

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

For administration queries, if any, should be addressed to **Mr. M. Kamatjipose** via email: mkamatjipose@gmail.com and technical queries, if any, should be addressed to **Mr. F. Shivute** via email: shivute101055@gmail.com

Yours Faithfully

MRS. SMK. TUAHUKU

HEAD: PROCUREMENT MANAGEMENT UNIT.



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Otjozondjupa 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 **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 certified copy company Registration Certificate;
 - i. *an entity incorporated or registered under the company or close corporation laws in Namibia;*
 - ii. *co-operative registered under the laws regulating co-operatives in Namibia;*
 - iii. *document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;*
- (b) have an original valid / certified copy good Standing Tax Certificate;
- (c) have an original valid / certified copy 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) Submit signed Bid-securing Declaration.

- (f) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) Original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement.
- (h) Bank rating letter rating C or better rating
- (i) Attach three (3) references letters where similar work of the same magnitude done in the past not older than 5 years
- (j) Attach certified copy of owner Identification;
- (k) Initial all pages of the bid;

5. Bid Security/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 60 days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/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 Bid Box located at **Otjzondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B** not later than **30 September 2024 at 10h00**. Bids by post should reach Otjzondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity 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 Otjzondjupa Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, to determine the most substantially responsive evaluated quotation.

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]

14. Award of Contract

The Bidder having submitted the 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. Performance Security

[[Not applicable]

16. 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.

17. The Employer undertakes to effect payment within 90 days after completion of the services to the satisfaction of the client subject to the service provider submitting all required documents to initiate the payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

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:	Otjozondjupa Regional Council: P.O. Box 1682 22 Henk Willems Street
Procurement Reference Number:	W/RFQ/OTRCED-01/2024/2025
Subject matter of Procurement:	RENOVATION OF FIVE (5) CLASSROOMS ROOF AT KALKFELD PRIMARY SCHOOL

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

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

Date:

Procurement Ref No.:

To:

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.]*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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: **Kalkfeld**

.....

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.*

Item No	Brief Description of Works	Qty	Unit	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	<u>Taking down & removing roofs, etc</u>				
1.1.	Metal roof sheeting including metal in isolated single sheet in repairs ridges, etc (new measured on flat to affected roof area slope)	280.00	m ²		
1.2.	Timber or steel truss with clear span of exceeding 6m & not exceeding 8m overhang of not exceeding 900mm at eaves both sides	44.00	No		
2	<u>Taking down & removing Ceiling's , etc</u>				
2.1.	Soft boards or gypsum ceiling including brandering & cover strips & cornices	280.00	m ²		
3	<u>Breaking up or breaking down & removing concrete</u>				
3.1.	Concrete columns, walls, beams, slabs, stairs	2.70	m ²		
3.2.	Re-casting of apron concrete to 25Mpa -19mm cast in panels	15.00	m ²		
4	<u>Breaking up or breaking down removing brickwork or blockwork</u>				
4.1.	Bricks piers , walls or columns	16.00	m ²		
4.2.	Brickwork of 7Mpa cement bricks in class 11 mortar : half brick ,brick wall beam in filling	16.00	m ²		
5	<u>Hacking up or hacking off & removing screeds , plaster , tiles , from brickwork & preparing surface for new screeds , plasters ,tiling , etc. (elsewhere measured)</u>				

6	<u> Taking down & removing Gutters & down pipes items</u>			
6.1.	Replace damaged 100mm half round with new 0.8mm galvanised square gutters include brackets	64.00	m	
6.2.	0.8mm galvanised sheet iron in 100mm half round eaves gutter fixed to edge of roof sheeting & purlin with standard bracket	78.00	m	
6.3.	Extra over gutter for 100 x 75mm outlet	6.00	No	
6.4.	100 x 75mm rainwater down pipe fixed to walls with standard brackets	30.00	m	
6.5.	Extra over gutter for stopped end	4.00	No	
	BUILDING UP OF OPENINGS/BRICKWORK OF 7MPA CEMENT BRICKS IN CLASS 1 MORTAR			
7	<u> Brickwork in 7Mpa cement bricks in class 11 mortar in building up openings , including cutting toothings & bonding new to existing brickwork (new wall elected)</u>			
7.1.	One brick wall	58.00	m ²	
7.2.	One layer of approved 375 micron embossed damp proof course in wall (220mm wide)	58.00	m ²	
7.3.	One layer of approved 250 micron under surface bed type waterproof sheeting sealed at laps with pressure sensitive tape	58.00	m ²	
7.4	CHAIR & BUMP RAILS WROT MERANTI (22 x 220mm chair rail countersunk plugged & screwed to wall	64.00	m	
7.5	Pinning boards size 2400 1200mm high overall	1.00	No	

REPAIRS TO EXISTING PLASTERED AND SCREEDED SURFACE

8 **Cement screeds steel trowelled or wood floated smooth**

Item No	Brief Description of Works	Qty	Unit	Unit Price (N\$)	Total Price (N\$)
8.1.	Prepare existing floor surfaces to receive full body floor tiling (elsewhere measured)	26.00	m ²		
8.2.	Repair crack in screeded floor surface by cutting a neat & straight joint with an angle grinder along both sides of the crack , hacking out the screed between 300mm wide , cleaning out the crack, wedging with galvanised steel wedges, stapling one layer of chicken mesh over the crack &-rescreeding to match existing	26.00	m		

9 **One coat external cement plaster wood float smooth**

9.1	Repair crack in external plaster by hacking off the plaster around the crack minimum 300mm wide cleaning out the crack , cleaning out the crack , wedging with galvanised steel wedges , stapling one layer of chicken mesh over the crack & rescreeding to match existing	40.00	m		
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PAINWORK TO PREVIOUSLY PAINTED AND PALSTERED OR SCREEDED SURFACE

- All paints are to be applied in strict accordance with the manufacture instructions, Painting is to be done by brush.
- Cellulose fillers such as “polyfilla” and Aurora are Not Acceptable. The stopping of surface to be painted is to be done with polycell mendall 90’ or Pera Universal Repairing Compound mixed with 30% marble dust.

10. **One coat bonding liquid**

10.1.	On internal smooth plastered walls and columns	389.00	m ²		
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11. **Clean down & prepare & one coat exterior quality PVA emulsion paint**

11.1.	On internal smooth plastered walls and columns	389.00	m ²		
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Item No	Brief Description of Works	Qty	Unit	Unit Price (N\$)	Total Price (N\$)
<u>12.</u>	<u>Clean down & prepare and one coat Acrylic PVA paint</u>				
12.1	On external smooth plastered walls and columns	223.00	m ²		
	ON METAL				
<u>13.</u>	<u>Clean down & prepare and one coat gloss enamel paint</u>				
13.1.	On door frames	8.00	m ²		
13.2.	On windows with glazing bars (both sides measured flat)	10.08	m ²		
13.3.	On exposed truss members , purlins etc	16.00	m ²		
13.4.	On rails, bars , pipes , etc. not exceeding 300mm girth	22.00	m ²		
<u>14.</u>	<u>Clean down & prepare & coat self –etching metal primer & one coat gloss enamel paint</u>				
14.1.	On gutters and downpipes	78.00	m ²		
14.2.	On pipes not exceeding 100mm diameter	22.00	m ²		
<u>15.</u>	<u>Clean down & prepare & one coat Acryline PVA paint</u>				
15.1.	On underside of profile ceilings (measured on flat to ceiling area)	259.20	m ²		
<u>16.</u>	<u>ROOF COVERINGS</u>				

<u>Profiled metal roof Sheetting & Accessories</u>			
	<ul style="list-style-type: none"> 0.5mm `IBR 686` Aluzinc profile steel toughed roofing & accessories fixed in strict accordance with the manufactures instructions with fastening brackets & fixing specifications for area of strong winds according to “clotan steel” with all exposed roofing screws , bolts , etc sealed with a suitable acrylic waterproofing system 		
16.1.	Roof sheeting in single length sheet	256.00	m ²
16.2.	Ridge capping	42.00	m ²
16.3.	Standard narrow & broad flute closers	78.00	m ²
<u>17.</u>	<u>Sisalation or other equal approved double-sided glass fibre reinforced aluminium foil bonded insulation</u>		
17.1.	Type FR 405 medium duty insulation laid taut over purlins (at approximately 1300mm centres) fixed concurrent with roof covering including galvanized steel straining wires	256.00	m ²
18.	METAL CEILING		
	0.5mm IBR 686` profile full hard galvanised steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufactures instructions with fastening brackets and fixing specifications		
18.1.	0.5mm IBR ceilings in single lengths sheets fixed horizontally to underside of steel purlins (elsewhere measured)	259.00	m ²
18.2.	Cornic of standard narrow and broad flute closers including ceiling closers	78.00	m ²
18.3	Trap door of 600 x 600mm with angle iron frame and IBR sheeting	2.00	m ²
	SHEET METAL FLASHINGS AND COPINGS		

Item No	Brief Description of Works	Qty	Unit	Unit Price (N\$)	Total Price (N\$)
19.	<u>1MM Galvanized sheet iron</u>				
19.1.	Cover flashing, headwall and sidewall flashings. valley gutters , cappings fascias etc	14.00	m ²		
	CHAIR AND BUMP RAILS				
20.	<u>Wrot Meranti</u>				
20.1.	22 x 200mm chair rail countersunk plugged and screwed to wall	22.00	m		
21.	PINNING BOARDS				
	<ul style="list-style-type: none"> • Pinning board are to have a 32 x 47mm rebated and splayed wrot hardwood frame around countersunk screwed and pelleted to wall at not exceeding 300mm centres all round. • The fram is to be varnished with the minimum of three coats polyurethane varnish or is to be primed with wood primer and painted with one coat universal undercoat and two coats satin eggshell enamel paint. <p>The frame is to be fill in with 12mm soft board sheeting set into the rebate of the frame and is to be glued to walls with a suitable adhesive. The soft board is to be primed and painted with two coats acrylic PVA paint.</p>				
21.1.	Pinning board size 4800 x 1200mm high overall	1.00	No		
21.2.	Pinning board size 1200 x 900mm high overall	2.00	No		
	STEEL CUPBOARD				
22.	<u>Standard powder coated storage cupboards plugged to walls</u>				
22.1.	Storage cabinet size 900 x 450 x 1800mm high with four shelves (teacher cupboard)	5.00	No		
23.	<u>Pinning boards writing boards , etc</u>				

23.1.	Chalk board size 2700 x 1140mm high	5.00	No	
24.	<p>NOTES:</p> <ul style="list-style-type: none"> •Description of bolts shall be deemed to include nuts and washes. Descriptions of L-Shaped anchor bolts shall be deemed to include bending threading, nuts and washers and embedding in concrete. •Descriptions of expansion anchor and bolts and chemical anchors and bolts shall be deemed to be include nuts, washers and mortice in brickwork or concrete. •All structural steelwork must comply with the requirement of SABS 1200-section H. Grade 300W to be used for all sections. All bolts to be Grade 4D. •Workshop drawing have to be submitted to the Department of Works for approval before commencement of manufacture •Corrosion protection of steelwork must comply with the requirements of SABS 1200-section HC. The following method must be adopted and prices must include therefore (a) all surface are to be cleaned in accordance with clauses 5.4.5.5 and 5.6 of the above specifications. (b) Two coats zinc chromate primer is to be applied in the workshop before transport to the site. 			
25.	STEEL TRUSSES ETC			
	<p>NOTE: The descriptions and size of the trusses given exclude any eaves overhang although the weight of the overhangs is included in the weight of the trusses concerned. Some trusses described may be slightly truncated or shortened at the eaves. The span is the clear between the internal faces of walls.</p>			
26.	<u>Welded roof trusses of rectangular or square hollow section rafters , rails, struts, braces, etc and flat section bearer, gussetss and connection plates bolted to concrete</u>			
26.1.	Trusses exceeding 6m and not exceeding 8m span	1522.00	kg	
27.	<u>Base plates , angles and bolts to trusses</u>			
27.1.	Base or anchor plates	30.00	kg	
27.2.	12mm U-shaped anchor bolt 750mm girth cast into top concrete	46.00	No	
27.3.	8mm plates cut to varying shapes and sizes	2.00	m ²	

PURLINS , GIRTS BRACING ETC

	<u>Mild steel purlins and girts bolted to steel</u>		
28.			
28.1.	75 x 50 x 20 x 3mm Lipped channel section purlins	1188.00	kg
28.2.	75 x 50 x 20 x 3mm Lipped channel section purlins	563.00	kg
28.3.	50 x 50 x 3mm Angle cornice for ceilings	165.00	kg
29	<u>Sundry steel work</u>		
29.1.	Angle section purlin braces , struct etc	186.00	kg
	COMMERCIAL QUALITY MILD STEEL PLATES		
30	<u>Bolts , etc</u>		
30.1.	M10 mild steel bolts with nuts and washers	25.00	kg
31.	<u>School type windows with solid brass or chromium plated fittings</u>		
31.1.	Window type 8 size 1143 x 457mm high	4.00	No
	PRESSED STEEL DOOR FRAMES		
32.	<u>Combination single panel chawl type door with 1.2mm double rebated frames to suitable one brick walls</u>		
32.1.	Single steel door size 813 x 2032 mm high without potlatch	1.00	No

32.2.	Silver anodised aluminium door stop with rubber buffer fixed to floor	1.00	No	
33.	FLOOR TILING			
	300 X 300mm “zero G30RB” or similar approved porcelain tiles fixed with “Tal Gold star 6” or similar approved adhesive to screeds (elsewhere measured) and flush pointed with Tal wall & floor or similar approved grout on			
33.1.	Floor and landings patterns	256.00	m ²	
33.2.	100mm high skirting	144.00	m	
33.3.	“Schuter” or similar approved metal beads , trims, etc			
33.4.	“Schiene M” or similar approved aluminium tile edging strip cut it length and fixed in position , including mitres intersections, etc	144.00	m	
	GLAZING TO STEEL WITH PUTTY			
34.	4mm clear acrylic sheeting			
34.1.	Panes not exceeding 0.5m ²	0.00	m ²	
34.2.	Panes not exceeding 0.1m ²	0.80	m ²	
	SITE CLEARANCE			
35.	Digging up and removing rubbish , debris , vegetation and clearing the site	130.00	m ²	
	ELECTRICAL INSTALLATIONS			
36.	<u>Chasing in brick walls (pipes etc, elsewhere)</u>			

36.1.	Chasing of galvanised / PVC / PIPES, channel 21-25mm enamelled pipes	40.00	m	
<u>37.</u>	<u>Making good of finishes</u>			
37.1.	Cement plaster and painting in chasing of flush installation	40.00	m	
<u>38.</u>	<u>Surface mounted to brickwork, concrete, steel, wood, roof members etc, not exceeding 3000mm above floor level</u>			
38.1.	20mm diameter black enamelled	130.00	m	
<u>39.</u>	<u>PVC wires</u>			
39.1.	1.5m ²	400.00	m	
39.2.	2.5m ²	200.00	m	
<u>40.</u>	<u>Bare copper wires</u>			
40.1.	1.5m ²	200.00	m	
<u>41.</u>	<u>16Amp switches</u>			
41.1.	1 Level 1 way flush with cover plate	5.00	No	
<u>42.</u>	<u>Daylight switches</u>			
42.1	10Amp including mounting bracket surface mounted as national or other equal or approved	1.00	No	
<u>43.</u>	<u>Galvanised wall boxes for switches or socket outlets</u>			

43.1.	100x50mm	5.00	No	
43.2.	100x100mm	5.00	No	
<u>44.</u>	<u>Draw boxes miscellaneous junctions</u>			
44.1.	60mm Diameter metal	30.00	No	
	MINIATURE CIRCUIT BREAKERS 6KA `SAMITE OR HEINEMAN`			
<u>45</u>	<u>Single pole</u>			
45.1.	60Amp	1.00	No	
<u>46</u>	<u>Square bulkhead fitting with white reflector and clear polycarbonate similar or equal to `Lascon B20`</u>			
46.1.	With lamp holder – 100W ES fitting complete	3.00	No	
46.2.	Flourescent fitting `GEA` tray complete with mounting bracket 2 x 58W	16.00	No	
46.3.	Flourescent tubes 1524mm 58watt white `SS` lamps 58w lamps	30.00	No	
<u>47</u>	<u>Energy saving bulbs `BC or ES`</u>			
47.1.	24Watt	3.00	No	
<u>48.</u>	<u>Earthing and Bonding</u>			
48.1	Earthing of metal roof with 50mm ² copper wire in 25mm conduit connected 1.5mm earth spike	3.00	No	

48.2.	Rewire single phase distribution board to standard	1.00	No	
48.3.	Labelling of single phase distribution board	1.00	No	
				Subtotal:
				Contingency 5%:
				VAT 15%:
				Grand Total:

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<u>Taking down & removing roofs, etc</u>		
	Metal roof sheeting including metal in isolated single sheet in repairs ridges, etc (new measured on flat to affected roof area slope)		
	Re-fixing of existing sheets into original area including new roof nails		
	Timber or steel truss with clear span of exceeding 6m & not exceeding 8m overhang of not exceeding 900mm at eaves both sides		
	<u>Taking down & removing Ceiling's , etc</u>		
	Soft boards or gypsum ceiling including brandering & cover strips & cornices		
	<u>Breaking up or breaking down & removing concrete</u>		
	Concrete columns, walls, beams, slabs, stairs		
	Concrete surface beds, aprons ,paving's, etc approximately 75mm		
	Re-casting of apron concrete to 25Mpa -19mm cast in panels		
	<u>Breaking up or breaking down removing brickwork or blockwork</u>		
	Bricks piers , walls or columns		
	Brickwork of 7Mpa cement bricks in class 11 mortar : half brick ,brick wall beam in filling		

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>
	<u>Hacking up or hacking off & removing screeds , plaster , tiles , from brickwork & preparing surface for new screeds , plasters , tiling , etc. (elsewhere measured)</u>		
11	Internal or external plasters from walls , columns , & soffits		
	<u>Taking down & removing Gutters & down pipes items</u>		
12	Replace damaged 100mm half round with new 0.8mm galvanised square gutters include brackets		
13	0.8mm galvanised sheet iron in 100mm half round eaves gutter fixed to edge of roof sheeting & purlin with standard bracket		
14	Extra over gutter for 100 x 75mm outlet		
15	100 x 75mm rainwater down pipe fixed to walls with standard brackets		
16.	Extra over gutter for stopped end		
	<u>Brickwork in 7Mpa cement bricks in class 11 mortar in building up openings , including cutting toothings & bonding new to existing brickwork (new wall elected)</u>		
17.	One brick wall		
18.	One layer of approved 375 micron embossed damp proof course in wall (220mm wide)		
19.	One layer of approved 250 micron under surface bed type waterproof sheeting sealed at laps with pressure sensitive tape		
20.	CHAIR & BUMP RAILS WROT MERANTI (22 x 220mm chair rail countersunk plugged & screwed to wall Pinning boards size 2400 1200mm high overall		
	<u>Cement screeds steel trowelled or wood floated smooth</u>		
21.	Prepare existing floor surfaces to receive new full body floor tiling (elsewhere measured)		
22.	Repair crack in screeded floor surface by cutting a neat & straight joint with an angle grinder along both sides of the crack , hacking out the screed between 300mm wide , cleaning out the crack, wedging with galvanised steel wedges, stapling one layer of chicken mesh over the crack & rescreeding to match existing		
	<u>One coat external cement plaster wood float smooth</u>		
23.	Repair crack in external plaster by hacking off the plaster around the crack minimum 300mm wide cleaning out the crack , cleaning out the crack ,		

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>
	wedging with galvanised steel wedges , stapling one layer of chicken mesh over the crack & rescreeding to match existing		
	<u>One coat bonding liquid</u>		
24.	On internal smooth plastered walls and columns		
	<u>Clean down & prepare & one coat exterior quality PVA emulsion paint</u>		
25.	On internal smooth plastered walls and columns		
	<u>Clean down & prepare and one coat Acrylic PVA paint</u>		
26.	On external smooth plastered walls and columns		
	<u>Clean down & prepare and one coat gloss enamel paint</u>		
27.	On door frames		
28.	On windows with glazing bars (both sides measured flat)		
29.	On exposed truss members , purlins etc		
30.	On rails, bars , pipes , etc. not exceeding 300mm girth		
	<u>Clean down & prepare & coat self –etching metal primer & one coat gloss enamel paint</u>		
31.	On gutters and downpipes		
32.	On pipes not exceeding 100mm diameter		
	<u>Clean down & prepare & one coat Acryline PVA paint</u>		
33.	On underside of profile ceilings (measured on flat to ceiling area)		
34.	Roof sheeting in single length sheet		
35.	Ridge capping		
36.	Standard narrow & broad flute closers		
	<u>Sisalation or other equal approved double-sided glass fibre reinforced aluminium foil bonded insulation</u>		
37.	Type FR 405 medium duty insulation laid taut over purlins (at approximately 1300mm centres) fixed concurrent with roof covering including galvanized steel straining wires		

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>
38.	METAL CEILING 0.5mm IBR 686`profile full hard galvanised steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufactures instructions with fastening brackets and fixing specifications		
39.	0.5mm IBR ceilings in single lengths sheets fixed horizontally to underside of steel purlins (elsewhere measured)		
40.	Cornic of standard narrow and broad flute closers including ceiling closers		
41.	Trap door of 600 x 600mm with angle iron frame and IBR sheeting		
<u>1MM Galvanized sheet iron</u>			
42.	Cover flashing, headwall and sidewall flashings. valley gutters , coppings fascias etc		
<u>Wrot Meranti</u>			
43.	22 x 200mm chair rail countersunk plugged and screwed to wall		
<u>PINNING BOARDS</u>			
44.	Pinning board size 4800 x 1200mm high overall		
45.	Pinning board size 1200 x 900mm high overall		
<u>Standard powder coated storage cupboards plugged to walls</u>			
46.	Storage cabinet size 900 x 450 x 1800mm high with four shelves (teacher cupboard)		
<u>Pinning boards writing boards , etc</u>			
47.	Chalk board size 2700 x 1140mm high		
<u>Welded roof trusses of rectangular or square hollow section rafters , rails, structs, braces, etc and flat section bearer, gussetss and connection plates bolted to concrete</u>			
48.	Trusses exceeding 6m and not exceeding 8m span		
<u>Base plates , angles and bolts to trusses</u>			

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>
49.	Base or anchor plates		
50.	12mm U-shaped anchor bolt 750mm girth cast into top concrete		
51.	8mm plates cut to varying shapes and sizes		
<u>Mild steel purlins and girts bolted to steel</u>			
52.	75 x 50 x 20 x 3mm Lipped channel section purlins		
53.	75 x 50 x 20 x 3mm Lipped channel section purlins		
54.	50 x 50 x 3mm Angle cornice for ceilings		
<u>Sundry steel work</u>			
55.	Angle section purlin braces , struct etc		
<u>Bolts , etc</u>			
56.	M10 mild steel bolts with nuts and washers		
<u>School type windows with solid brass or chromium plated fittings</u>			
57.	Window type 8 size 1143 x 457mm high		
<u>Combination single panel chawl type door with 1.2mm double rebated frames to suitable one brick walls</u>			
58.	Single steel door size 813 x 2032 mm high without potlatch		
59.	Silver anodised aluminium door stop with rubber buffer fixed to floor		
FLOOR TILING			
60.	Floor and landings patterns		
61.	100mm high skirting		
62.	“Schuter” or similar approved metal beads , trims, etc		
63.	“Schiene M” or similar approved aluminium tile edging strip cut it length and fixed in position , including mitres intersections, etc		

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>
	<u>4mm clear acrylic sheeting</u>		
64.	Panes not exceeding 0.5m ²		
65.	Panes not exceeding 0.1m ²		
	<u>Site clearance</u>		
66.	Digging up and removing rubbish , debris , vegetation and clearing the site		
	<u>Chasing in brick walls (pipes etc, elsewhere)</u>		
67.	Chasing of galvanised / PVC / PIPES, channel 21-25mm enamelled pipes		
	<u>Making good of finishes</u>		
68.	Cement plaster and painting in chasing of flush installation		
	<u>Surface mounted to brickwork, concrete , steel , wood, roof members etc, not exceeding 3000mm above floor level</u>		
70.	20mm diameter black enamelled		
	<u>PVC wires</u>		
71.	1.5m ²		
72.	2.5m ²		
	<u>Bare copper wires</u>		
73.	1.5m ²		
	<u>16Amp switches</u>		
74.	1 Level 1way flush with cover plate		
	<u>Daylight switches</u>		
75.	10Amp including mounting bracket surface mounted as national or other equal or approved		
	<u>Galvanised wall boxes for switches or socket outlets</u>		
76.	100x50mm		
77.	100x100mm		
	<u>Draw boxes miscellaneous junctions</u>		

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>
78.	60mm Diameter metal		
	<u>Single pole</u>		
79.	60Amp		
	<u>Square bulkhead fitting with white reflector and clear polycarbonate similar or equal to 'Lascon B20'</u>		
80.	With lamp holder – 100W ES fitting complete		
81.	Flourescent fitting `GEA` tray complete with mounting bracket 2 x 58W		
82.	Flourescent tubes 1524mm 58watt white `SS` lamps 58w lamps		
	<u>Energy saving bulbs `BC or ES`</u>		
83.	24Watt		
	<u>Earthing and Bonding</u>		
84.	Earthing of metal roof with 50mm ² copper wire in 25mm conduit connected 1.5mm earth spike		
85.	Rewire single phase distribution board to standard		
86.	Labelling of single phase distribution board		

* 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 works (Ref. **W/RFQ/OTRCED-01/2024/2025**) available on the website of the Public Entity (<https://otjozondjuparc.gov.na>) 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.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Otjozondjupa Regional Council: Directorate of Education Arts & Culture P.O. Box 1682; Otjiwarongo 22 Henk Willems Street
Intended Completion Date GCC	The intended completion date is: as per contract (60 days)
Project Manager GCC 1.1(y)	The Project Manager is: Mr. F. Shivute
Site GCC 1.1(aa)	The Site is located at Kalkfeld Primary School
Start Date GCC 1.1(dd)	The Start Date shall be: Two Weeks after signing of contract agreement
The Works GCC 1.1(hh)	The Works consist of: Taking down & removing roofs, Taking down & removing Ceiling's, Breaking up or breaking down & removing concrete, Breaking up or breaking down removing brickwork or blockwork, Hacking up or hacking off & removing ,screeds , plaster , tiles , from brickwork & preparing surface for new screeds , plasters ,tiling, Taking down & removing Gutters & down pipes items, Building up of openings/brickwork of 7mpa cement bricks in class 1 mortar, repairs to existing plastered and screeded surface, paintwork to previously painted and plastered or screeded surface, roof coverings, roof and wall insulation, metal ceiling, sheet metal flashings and copings, chair and bump rails, pinning boards, steel cupboard, steel trusses etc, purlins , girts bracing etc, commercial quality mild steel plates, pressed steel door frames, floor tiling, glazing to steel with putty, site clearance, electrical

GCC Clause Reference	Special Conditions
	installations
Interpretation GCC 2.2	<p>The project will be completed in the following sections: As a whole once off project.</p> <p>NB! Contingencies to be claimed must be verified and certified correct by the Works Inspector with a Quotation before it's paid.</p>
Interpretation GCC2.3	<p>The threshold amount of the project will be determined by the Employer 15% under or above the threshold amount will be the most responsive amount during evaluation.</p>
Language and Law GCC 3.1	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>
Project Manager's Decisions 4.1	<p>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.</p>
Delegation GCC 5.1	<p>The Project Manager may delegate his/her duties.</p>
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be : Mr. M. Kamatjipose/Mr. F. Shivute</p> <p>For the Bidder, 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 Bidder and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the Bidder intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the Bidder in the execution of the</i>

GCC Clause Reference	Special Conditions
	<p><i>works. It will extend to the property of the Procuring Entity as well).</i></p> <p>(d) for personal injury or death:</p> <p>(i) of the Bidder's employees: <i>[The Bidder shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Bidder shall choose to take the insurance covers indicated above as separate covers or a combination of the Bidder'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 Bidder.</p>
Site Date GCC 14.1	The site Data shall be discussed after signing of contract agreement
Possession of the Site GCC 20.1	The Site Possession Date shall be: two weeks after signing of contract agreement.
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 Bidder 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 Bidder 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: Twelve months (12) after completion date.
Payment Certificates	"Partial payment of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check

GCC Clause Reference	Special Conditions
GCC 39.7	the statement and certify the amount to be paid to the Bidder”.
Payments GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <ul style="list-style-type: none"> (a) the payment certificates; and (b) a certificate of Completion of the Works. <p>A partial payment of 25%, 50%, 75% and final payment upon completion of Works</p>
Adverse weather Conditions GCC 41.1 (l)	Any Delay caused by weather condition must be communicated to the Employer
Price Adjustment GCC 44.	The Contract not subject to price adjustment.
Retention GCC 45.	5% of actual total project amount payable to the Bidder shall be retained for a period of 12 months
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are: N/A
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N\$ 0.00
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	<ul style="list-style-type: none"> (i) No Performance Security is required or (ii) A Performance Security
GCC 56.1	“As built” drawings or operating and maintenance manuals not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 10%

Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made on the.....day
of.....month.....year.

BETWEEN

- (1) *Directorate of Education, Arts and Culture a Otjozondjupa Regional Council Directorate* and having its principal place of business at *Private Bag 2618 Otjiwarongo Sonweg street* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a company incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and related services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Namibian Dollars]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:.....*[insert signature]*
in the capacity of..... *[insert title or other appropriate designation]*
in the presence of.....*[insert identification of official witness]*

For and on behalf of the Supplier

Signed:.....*[insert signature of authorized representative(s) of the Supplier]*
in the capacity of..... *[insert title or other appropriate designation in the presence*
of.....*[insert identification of official witness]*

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
have an original valid / certified copy good Standing Tax Certificate;		
have an original valid / certified copy good Standing Social Security Certificate;		
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;		
Submit signed Bid-securing Declaration.		
have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
Original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement.		
Bank rating minimum rate C;		
Attach three (3) references letters where similar services have been provided;		
Attach certified copy of owner Identification;		
Attach the following certified copies of Qualification of owner or employee; Carpenter, Electrician, Bricklayer		

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.