



# Otjozondjupa Regional Council



## BIDDING DOCUMENT

For

### Procurement of Works

PROCUREMENT REFERENCE NO:  
W/RFQ/OTRC-10/2025/2026

### PROCUREMENT DESCRIPTION:

Gravelling of Roads in Okamatapati Settlement,  
Otjozondjupa Region

Name of Bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 12<sup>th</sup> November 2025; 10h00***

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



# Table of content

## SCHEDULE OF DOCUMENT

<b>Section</b>	<b>Description</b>
<b>1<sup>st</sup> Page</b>	Cover Page
<b>2<sup>nd</sup> Page</b>	Table of Content
<b>3<sup>rd</sup> Page</b>	Letter of Invitation
<b>Section I</b>	Instructions to bidders
<b>Section II</b>	Quotation Letter
<b>Section III</b>	Statement of Requirements
<b>Part A: Project Specification</b>	
<b>Section IV</b>	Priced Activity Schedule/Schedule of quantities
<b>Section V</b>	General Conditions of Contract (GCC)
<b>Section VI</b>	Special Conditions of Contract
<b>Section VII</b>	Contract Forms
<b>Section VIII</b>	Quotation Checklist Schedule
<b>Last Page</b>	Drawings





# **Otjozondjupa Regional Council**

Tel: 067-303702  
Fax: 067-302760/302742

P.O. Box 1682  
Otjiwarongo  
Namibia

## **Letter of Invitation**

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.....  
.....  
.....

**PROCUREMENT REFERENCE NO: W/RFQ/OTRC-10/2025/2026**

**DESCRIPTION:** Graveling of roads in Okamatapati Settlement, Otjozondjupa Region

The Otjozondjupa Regional Council invites you to submit your best quote for the Graveling roads in Okamatapati Settlement, Otjozondjupa Region, as described in detail in the bidding document hereunder.

Please prepare and submit your quotation on or before **12<sup>th</sup> November 2025 at 10h00** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

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

Administration Queries, if any, should be addressed to **Ms. L. Mwazi** via email to [lmwazi@otjozondjuparc.gov.na](mailto:lmwazi@otjozondjuparc.gov.na), Technical queries to **Mr. B. Ausiku** [bausiku@otjozondjuparc.gov.na](mailto:bausiku@otjozondjuparc.gov.na)

Yours Faithfully



**MRS S.M.K. TUAHUKU**  
**HEAD: PROCUREMENT MANAGEMENT UNIT.**



## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The Otjozondjupa 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, before preparing your Quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

### **3. Validity of Quotations**

The quotation validity period shall be 90 days from the date of bid submission deadline.

### **4. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid certified copy of Founding Statement for any of the followings:
  - 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 valid original or certified copy of Good Standing Tax Certificate.
- (c) have valid original or certified copy of Good Standing Social Security Certificate.
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or proof from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.



- (e) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.
- (f) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) Sign the Bid Securing Declaration.
- (h) Complete document in full
- (j) Sign all pages where applicable and initial the whole document.
- (l) One bidding document per bidder including partnership.
- (m) Certified copy of owner or owners/ bidder Identification Document.
- (o) Reference letter for similar work of the same magnitude done in the past.
  - i) List of equipment to be used on the project and proof of machinery ownership or consent letter from possible lessor
  - ii) List of skilled /Technical expertise and their CV
  - iii) List successfully previously completed projects in the last 3 years (of the same nature) with contactable references.

## **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 as offered by the Contractor and approved/agreed by the public entity. 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:

- a) The Procurement Reference Number (***W/RFQ/OTRC-10/2025/2026***)
- b) Addressed to the Public Entity (***Otjozondjupa Regional Council, Procurement Management Unit***)
- c) With the Bidder's name at the back of the envelope.

## **8. Submission of Quotations**

Bid must be registered in the register provided by Council before deposited in the bid box, located at **Otjozondjupa Regional Council's Head Quarters at 22 Henk Willems Street, Otjiwarongo; Ground Floor-Block B** not later than **10h00 on 12<sup>th</sup> November 2025.**

**Quotations received by e-mail or faxes will not be considered.**

## **9. Opening of Quotations**

Quotations will be opened internally immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the names of the bidders and the amount quoted will be posted on the website of



Otjozondjupa Regional Council and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

Otjozondjupa Regional Council' shall have the right to request for clarifications in writing during evaluation. Bids will be evaluated in accordance with the evaluation criterion as set out in this document.

In addition to the eligibility criteria listed in ITB 4, the following criteria shall apply:

### (a) Bid Score Determination

1. A **Technical Score** is determined for each Bidder according to pre-determined Evaluation Criteria in (b) below.
2. A **Price Score** is determined for each Bidder as per the formula below.
3. A **Bid Score** is calculated for each Bidder as per the formula below.

### (b) Evaluation Criteria

In addition to the eligibility criteria specified in ITB 4, the following evaluation criteria shall apply:

The Bids will be evaluated according to the following Evaluation Criteria, which assign merit points to attributes relating to price and non-price factors. In this way a **Bid Score** is determined for each Bidder.

#### Technical evaluation

Description of criteria	Weight	Determination of weighting
Experience of firm	40%	<p><b>Roads construction, Roads maintenance or Projects of similar nature completed.</b></p> <p>Firm related working experience or previous work done. Reference letters for completed projects or completion certificates.</p> <ul style="list-style-type: none"> <li>• Four (4) Reference letters or completion certificates = <b>40</b> Points</li> <li>• Three (3) Reference letters or completion certificates = <b>30</b> Points</li> <li>• Two (2) Reference letters or completion certificates = <b>20</b> Points</li> <li>• One (1) Reference letter or completion certificate = <b>10</b> Points</li> </ul>
Plant availability	60%	<p><b>Essential plant</b></p> <p>Proof of plant ownership/or letter of intent from plant suppliers for plant to be hired must be attached.</p> <p><b>Full points for plant owned with proof of ownership attached and half points for plant hired with letter of intent/lease agreement. No</b></p>



		<p><b><i>points allocated for plant without proof of ownership/letter of intent/lease agreement.</i></b></p> <ul style="list-style-type: none"> <li>• 1 x Grader = 10</li> <li>• 1 x Excavator = 10</li> <li>• 1 x Roller compacter = 10</li> <li>• 1 x Water Tanker/ bowser = 10</li> <li>• 2 x Tipper Truck = 20</li> </ul>
<b>Total</b>	<b>100</b>	
<b>Proportional weight of Financial Proposal</b>	<b>30%</b>	

### **Financial Evaluation Criteria**

The financial score of each bidder will be determined as:

Lowest compliant bid submitted x 100  
Bidder's Amount

**Total Bid Score = (0.7 x Technical Proposal Score) + (0.3 x Financial Proposal Score)**

### **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: N/A

### **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.



**15. Performance Security**

**NB:** Performance guarantee is required

**16. Notification of Award and Debriefing**

**Otjozondjupa Regional Council'** shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.



## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to:	<b>Otjzondjupa Regional Council</b>
Procurement Reference Number:	<b>W/RFQ/OTRC-10/2025/2026</b>
Subject matter of Procurement:	<b>Gravelling of Roads in Okamatapati Settlement</b>

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

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days from the date of the bid submission deadline.

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

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

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

### Quotation Authorised by:

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



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

**Date:** .....

**Procurement Ref No. W/RFQ/OTRC-10/2023/2024**

**To: Otjozondjupa Regional Council**

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 or a duly authorised assigned member/partner of that close corporation]

[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

#### Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(d) of the Public Procurement Act, 2015

##### 1. EMPLOYER'S 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: **Okamatapati**

### 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**

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



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# PERFORMANCE SPECIFICATIONS FOR ROAD MAINTENANCE WORKS

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<b>SECTION III: PROJECT SPECIFICATIONS .....</b>	<b>2</b>
<b>A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS .....</b>	<b>2</b>
PROJECT SPECIFICATIONS .....	2
STATUS OF PROJECT SPECIFICATIONS .....	2
PS 1 GENERAL DESCRIPTION OF THE WORKS .....	2
PS 2 TRAFFIC ACCOMMODATION .....	3
PS 3 SOURCES OF MATERIAL .....	3
PS 4 SITE FACILITIES REQUIRED .....	3
PS 5 ENVIRONMENTAL MATTERS .....	3
PS 6 PAVEMENT DESIGN .....	4
PS 7 APPLICABLE STANDARD SPECIFICATIONS .....	4
PS 8 PAYMENT CLAUSES .....	4
PS 1900 QUALITY ASSURANCE SYSTEMS .....	4
PSA GENERAL .....	6
PSA 6 TOLERANCES .....	6
PSC SITE CLEARANCE .....	8
PSC 3 MATERIALS .....	8
PSC 5 CONSTRUCTION .....	8
PSC 8 MEASUREMENT AND PAYMENT .....	8
PSDB EARTHWORKS (PIPE TRENCHES) .....	11
PSDB 3 MATERIALS .....	11
PSDB 8 MEASUREMENT AND PAYMENT .....	11
PSDM EARTHWORKS (ROADS, SUBGRADE) .....	13
PSDM 1 SCOPE .....	13
PSDM 3 MATERIALS .....	13
PSDM 5 CONSTRUCTION .....	15
PSDM 8 MEASUREMENT AND PAYMENT .....	17
PSME SUBBASE .....	19
PSME 3 MATERIALS .....	19
PSME 5 CONSTRUCTION .....	19
PSME 8 MEASUREMENT AND PAYMENT .....	19
PSMF BASE COURSE .....	20
PSMF 3 MATERIALS .....	20
PSMF 5 CONSTRUCTION .....	20
PSMF 8 MEASUREMENT AND PAYMENT .....	22
PSMK KERBING AND CHANNELLING .....	24
PSMK 3 MATERIALS .....	24
PSMK 7 TESTING .....	24
PSMK 8 MEASUREMENT AND PAYMENT .....	25
PSMM ANCILLARY ROADWORKS .....	26
PSMM 3 MATERIALS .....	26
PSMM 5 CONSTRUCTION .....	26
PSMM 8 MEASUREMENT AND PAYMENT .....	26
Section IV: Priced Activity Schedule .....	29



## Section III: Project Specifications

### A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

#### PROJECT SPECIFICATIONS

##### SCOPE OF PROJECT SPECIFICATIONS

The Project Specifications consist of two Portions:

**PORTION 1** covers a general description of the Works, Site, circumstances, site facilities available and aspects requiring specific attention and requirements to be met by the Contractor.

**PORTION 2** covers amendments and additions to the SANS 1200 Standardised Specifications, applicable to the Contract.

#### STATUS OF PROJECT SPECIFICATIONS

The Project Specifications form an integral part of the Contract Document and shall be deemed to be included in and form part of the Specifications. In case of any discrepancy or conflict with any parts of the Standardised Specifications or the Drawings, the Project Specifications shall take precedence and shall govern. The following definitions shall be noted:

- **Reference to the “Contractor” has the same meaning as the party whose Bid to carry out the Works has been accepted by the Employer.**
- **Reference to the “Engineer” has the same meaning as the person authorised by the Employer and notified to the Contractor, who is responsible for supervising the execution of the Works and administering the Contract.**

##### PORTION 1: THE WORKS

#### PS 1      GENERAL DESCRIPTION OF THE WORKS



The Works involves the maintenance of roads in Okamatapati, as specified in the project specification and Bill of Quantities. The scope of works may increase or decrease depending on the budget.

## **PS 2      TRAFFIC ACCOMMODATION**

The Contractor remains responsible for traffic accommodation.

## **PS 3      SOURCES OF MATERIAL**

Sourcing of all material is to the discretion of the Contractor.

## **PS 4      SITE FACILITIES REQUIRED**

### **PS 4.1      Laboratory Facilities**

An approved laboratory shall carry out the Contractor's process control tests. A laboratory on site is not a prerequisite. The Contractor shall liaise with the Engineer on the testing procedures that are to be followed.

### **PS 4.2      Control Testing by the Engineer**

The Engineer reserves the right to carry out Control Testing to on the Works carried out by the Contractor. The Engineer's Control Testing will be done by his own laboratory. The payment of the Engineer's laboratory will be done through the Contract. This shall in no case be the same Laboratory carrying out the Contractor's Process Control testing.

### **PS 4.3      Facilities for Engineer**

Facilities for the Engineer to be provided in accordance with the provisions in the Schedule of Quantities.

## **PS 5      ENVIRONMENTAL MATTERS**

### **PS 5.1      GENERAL**



The Contractor shall comply with all regulations of the Environmental Management Act, 2007 (Act No. 7 of 2007), of the Ministry of Environment and Tourism with respects to the preservation of the environment within which the Works are situated.

## **PS 6 PAVEMENT DESIGN**

The type of gravel pavement treatment is as summarised hereunder.

### **(b) Gravel Wearing course for gravelling:**

The requirements to be complied with by gravel wearing course material shall be as indicated under SANS 1200 DM of these specifications.

## **PS 7 APPLICABLE STANDARD SPECIFICATIONS**

For the purposes of this Contract the Standard Specifications shall be the SANS 1200 Standardised Specifications, as amended, repealed or replaced.

These Standardised Specifications are not issued with these Documents.

## **PS 8 PAYMENT CLAUSES**

SANS 1200 payment clauses not shown in the Schedule of Quantities will not be applicable to this contract.

Only payment clauses shown in the Schedule of Quantities will prevail and the Contractor must make provision in his rates to cover all incidentals required as per Specifications or drawings to perform the task to the satisfaction of the Engineer.

## **PS 1900 QUALITY ASSURANCE SYSTEMS**

The Quality Assurance Systems shall consist of procedures, checks and balances to ensure compliance with all requirements of the requirements. Such procedures, checks and balances shall be



documented in a manual for the implementation by all key staff members of the Contractor. The Contractor shall ensure that all key staff members are trained and equipped to implement the Quality Assurance System.

The Quality Assurance System shall address all requirements of the Contract, but particularly:

- a) Minimum requirements;
- b) Quality control system;
- c) Measurement system;
- d) Approval system;

The Quality Control Systems shall reflect the requirements of the Standard and Project Specifications.

The Quality Assurance Manual shall be kept in the Contractor's office, and shall be available to all staff members who are involved in quality assurance.



## **PORTION 2: AMENDMENTS AND ADDITIONS**

### **PREFACE TO PROJECT SPECIFICATIONS**

The Clauses of the Project Specifications below are lettered "PS" followed by the relevant letter(s) of the corresponding Section of SANS 1200. The Clause or sub clause number(s) given in brackets after the heading of a clause or sub clause in the succeeding sections is/are, unless otherwise stated, the number(s) of the relevant clause(s) or sub clause(s) of the applicable Standardised Specification. Clause numbers referring to another section of the Standardised Specification will be followed by the letter(s) of such other section.

<b>PSA</b>	<b>GENERAL</b>
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<b>PSA 6</b>	<b>TOLERANCES</b>
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#### **PSA 6.2 DEGREES OF ACCURACY**

Degree of accuracy II shall apply

#### **PSA 8.5 SUMS STATED PROVISIONALLY BY THE ENGINEER**

Generally the Engineer will make his own arrangements in respect of his accommodation, office and service requirements. The contractor shall pay for the accommodation, offices and services and will be reimbursed for these through the Provisional Sums allowed under this Section in the Schedule of Quantities."

Items purchased by the contractor under this section shall become the property of the Employer on completion of the project.



Add the following new pay items:

**PSA 8.5.1                      a) Tests ordered by the Engineer**

(i) Tests ordered by the Engineer.....Provisional Sum (P/Sum

(ii) Handling costs and profit percentage in respect of item PSA  
8.5.1a)....Percentage (%)

The tendered percentage is a percentage of the amount actually spent under PSA 8.5.1(i) that shall include full compensation for the handling costs of the contractor, and the profit in connection with this item.



<b>PSC</b>	<b>SITE CLEARANCE</b>
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<b>PSC 3</b>	<b>MATERIALS</b>
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**PSC 3.1 DISPOSAL OF MATERIAL**

Material shall be disposed at the nearest official Municipal dumpsite.

<b>PSC 5</b>	<b>CONSTRUCTION</b>
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**PSC 5.8 DEMOLITION OF STRUCTURES**

Add the following:

Demolished structures should be disposed at official Municipal dumpsites.

Pay Items for all the above work has been included in this Section.

<b>PSC 8</b>	<b>MEASUREMENT AND PAYMENT</b>
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**PSC 8.2 SCHEDULED ITEMS**

**PSC 8.2.8 CLEARING AND GRUBBING**

Add the following new pay items:

**PSC 8.2.11 Clear and Grub areas within road reserve.....Unit: ha**

The unit of measurement shall be a lump sum of the areas within the road reserves.

The tendered rate shall cover the cost of all material, equipment and labour necessary to remove all vegetation, obstructions and trees with a girth up to 500mm as instructed by the Engineer. The rate should include cutting into smaller pieces, loading, transporting and disposing of



all materials as instructed by Engineer to disposal site shown out by Authorities.

**PSC 8.2.12 Clear and Grub areas within river beds and embankments.....Unit: ha**

The unit of measurement shall be a lump sum of the river bed and embankments.

The tendered rate shall cover the cost of all material, equipment and labour necessary to shape the river and embankments to the Engineers instructions, remove all vegetation, obstructions and trees with a girth up to 500mm as instructed by the Engineer. The rate should include cutting into smaller pieces, loading, transporting and disposing of all materials as instructed by Engineer to disposal site shown out by authorities.

**PSC 8.2.13 Demolition, removal and disposal at a municipal dump site of miscellaneous, structures consisting of nominally reinforced and unreinforced concrete.....Unit: m<sup>3</sup>**

The unit of measurement shall be the net volume of the structure calculated before the demolition.

The tendered rate shall cover the cost of all material, equipment and labour necessary to demolish structures consisting of nominally reinforced and unreinforced concrete, and the disposal within free haul distance.

**PSC 8.2.14 Dismantling, removal and disposal at a municipal dump site of pipelines that have been replaced and have become obsolete.....Unit: m**

The unit of measurement shall be the length of the pipelines removed.

The tendered rate shall cover the cost of all material, equipment and labour necessary to dismantle and remove pipelines, bends, specials and concrete thrust blocks and the disposal within free haul distance.



**PSC 8.2.15   Sawing asphalt or cemented pavement layers for  
patching.....Unit: m**

The unit rate shall be the metre of saw cut calculated in accordance with the authorized length of saw cut and the average saw depth measured after excavation of the material.

The tendered rate shall include full compensation for all plant, equipment, labour, supervision, materials, transport and for all incidentals for sawing the asphalt and the cemented pavement layers, complete as specified and prescribed by the Engineer, and also for work in restricted areas.



<b>PSDB</b>	<b>EARTHWORKS (PIPE TRENCHES)</b>
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<b>PSDB 3</b>	<b>MATERIALS</b>
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**PSDB 3.1 CLASSES OF EXCAVATION**

Except that material will not be classified as boulder material (either Class A or Class B), all material to be excavated for pipe trenches will be classified as either:

1. Soft Excavation, including intermediate excavation
2. Hard Rock excavation

Hard rock will be classified as solid material with the properties of solid rock and which, in the opinion of the Engineer, cannot be efficiently ripped by a bulldozer as specified in SANS 1200 D 3.1.2 (c)-1, and only by using a compressor with a "Jack Hammer" or excavator equipped with a hydraulic hammer.

All other material will be classified as soft.

It is the Contractors obligation to notify the Engineer in writing whenever material is encountered which in the Contractors opinion is to be classified as hard rock. The Engineer or his representative must then classify the material prior to the excavation process. When the Contractor fails to notify the Engineer or notification of the hard rock material is given to the Engineer after the completion of the excavation, material from such an excavation will be classified as soft excavation.

<b>PSDB 8 MEASUREMENT AND PAYMENT</b>
---------------------------------------

PSDB 8.3.2(b) Extra over item (a) above for:

Add the following sub-items:

- " (ii) Hand excavation and backfill where ordered by the Engineer
- (iii) Backfill stabilized with 5% cement where directed by the Engineer
- Unit: m3

Unit: m3

The tendered rate for sub-item (iii) shall include full compensation for supplying the cement and for selecting, mixing, backfilling and compacting the stabilized material to 90% of modified AASHTO density.

Add the following sub items after sub item 8.3.2(c):



Excavate for stormwater inlet and outlet structures for culverts and for manholes and the like in all materials, irrespective of depth and backfill around structures Unit: m3

Excavate open drains in all materials  
Unit: m3

The tendered rates shall include full compensation for the excavation of material within the dimensions specified or authorized by the Engineer, for all trimming, surface preparation and compacting, for the disposal of surplus and unsuitable excavated material where applicable, and in the case of item (d), for backfilling with suitable approved material compacted to 90% of modified AASHTO density around the structures. No extra over payment shall apply for excavating in intermediate, hard or boulder material."



<b>PSDM</b>	<b>EARTHWORKS (ROADS, SUBGRADE)</b>
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<b>PSDM 1</b>	<b>SCOPE</b>
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Add the following:

All earthworks will be dealt with in this section and no work has been measured in SANS D (Earthworks)

<b>PSDM 3</b>	<b>MATERIALS</b>
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**PSDM 3.1 CLASSIFICATION FOR EXCAVATION PURPOSES**

Excavation of material for the purpose of measurement and payment will not be classified as set out in Clause 3.1.2 (SANS 1200D). All material will be classified as either soft excavation, or hard rock excavation as per Clause 3.1.2 (SANS 1200D).

**PSDM 3.2 CLASSIFICATION FOR PLACING PURPOSE**

**PSDM 3.2.2 Fill**

Delete the sub clause and replace with:

Material for fill shall be of a type G9 and shall comply with the following:

Property	Requirement
Description of material	Natural material (soil, sand or gravel)
Nominal maximum size	Two thirds of the compacted layer thickness.
Grading Modulus (GM)	$2,7 \geq GM \geq 0,75$
Atterberg limits for natural material	The PI shall not exceed 12 or a value equal to 3 times the GM plus 10, whichever is the higher value. In the case of calcrete the PI shall not exceed 17 provided that the LS does not exceed 7%.



Durability	Mudrock shall have a wet 10% FACT value of not less than 60kN, and wet/dry Venter test class of I, II or III.
Strength (CBR)	CBR at 93% of modified AASHTO density shall be at least 7%
Swell (maximum)	Swell at 100% of modified AASHTO density shall not exceed 1,5%

### PSDM 3.2.3 Selected Layer

Delete the sub clause and replace with:

Material for fill shall be of a type G7 and shall comply with the following:

Property	Requirement
Description of material	Natural material (soil, sand or gravel)
Nominal maximum size	(i) Uncrushed material: Two thirds of the compacted layer thickness. (ii) Crushed material: 75 mm
Grading Modulus (GM)	$2,7 \geq GM \geq 0,75$
Atterberg limits for natural material	The PI shall not exceed 12 or a value equal to 3 times the GM plus 10, whichever is the higher value. In the case of calcrete the PI shall not exceed 17 provided that the LS does not exceed 7% and (% passing 0,425mm sieve) $LS \leq 320$ .
Durability	Mudrock shall have a wet 10% FACT value of not less than 60kN, and wet/dry Venter test class of I, II or III.
Strength (CBR)	CBR at 93% of modified AASHTO density shall be at least 15%
Swell (maximum)	Swell at 100% of modified AASHTO density shall not exceed 1,5%

### PSDM 3.2.4 Gravel Surfacing

Delete the sub clause and replace with:

Material for Gravel Surfacing (Gravel Wearing Course) shall comply with the following:



Property	Requirement
Plasticity Index (PI)	10 max
CBR at 95% Mod. AASHTO density	45% min
Maximum size (After compaction)	63 mm

### **PSDM 3.3 SELECTION**

#### **PSDM 3.3.1 General**

In situ material excavated from within the road reserves and existing road profile, approved by the Engineer, shall be used for fill or subgrade material in the sidewalks. Any shortages shall be augmented from commercial borrow pits.

Special care must be taken during the construction of sidewalks to ensure completed road surfaces are not damaged by material being left on these surfaces. Sidewalks should be completed as soon as possible during construction.

## **PSDM 5 CONSTRUCTION**

### **PSDM 5.2.3.3 Treatment of Roadbed**

#### **Preparation and Compaction of Roadbed**

Roadbed preparation in fill areas in general shall be done by ripping the in - situ material to a depth of 150 mm, watering, mixing and re-compacting to minimum 90% Mod AASHTO density, except where the width and in - situ densities, or strength, of the existing pavement are within specification. The roadbed material shall have a minimum CBR of 3 at 90% Mod AASTHO.

Special care must be taken during the construction of sidewalks that completed road surfaces are not damaged by material being left on these surfaces. Sidewalks should be completed as soon as possible during construction.



## **PSDM 5.2.4 Fill**

### **PSDM 5.2.4.2 Placing and compaction**

#### **e) Compaction**

Delete and replace the phrase “at least 90% of modified AAHTO maximum density” in the second sentence with “at least 93% of modified AAHTO maximum density”.

## **PSDM 5.2.8 Transport**

### **PSDM 5.2.8.2 Overhaul**

Add the following:

Rates for all materials must include overhaul. No overhaul will be paid under this contract for these items. The Contractor should incorporate overhaul in his rates.

## **PSDM 5.2.9 Blading of gravel roads**

The existing gravel roads shall be bladed by means of self-propelled road graders to provide a smooth riding surface. After grading, no potholes, corrugations, excessive loose material, large boulders, ruts or erosion channels should be present and straight portions of the road should have a definite crown and cross-falls of at least 3% and super-elevations of at least 3% for safety. Blading shall be classified as either light or heavy.

### **PSDM 5.2.9.1 Light Blading**

Light blading consists of a light trimming of the road surface. During the dry season, the surface loose material should be moved towards the side of the road, while during the wet season the loose material should be graded towards the centre of the road. It must be remembered, however, that the fine material is slowly lost from the road surface in the form of dust and the repeated return of the loose surface material which is deficient in fines may lead to the formation of corrugations. "Sand blankets" are usually placed during light grading.

### **PSDM 5.2.9.2 Heavy Blading**



In Heavy blading the road surface is scarified and cut to the bottom of the deformations and reshaped. This should only be done when the material is moist and more than 75 mm of surfacing aggregate remains. Heavy blading is often necessary when "fixed corrugations" have formed. These corrugations may need initial tining or deeper cutting to break them up before being graded and re-compacted.

## **PSDM 8 MEASUREMENT AND PAYMENT**

### **PSDM 8.3 SCHEDULED ITEMS**

**PSDM 8.3.17 Extra-Over item 8.3.3 (b) for importing additional wearing Course quality material from commercial sources where instructed by the Engineer .....Unit: m<sup>3</sup>**

The unit of measurement shall be a cubic metre of approved material added on the instruction of the Engineer.

The tendered rate shall include full compensation for the cost of providing the material, transporting it from the source where it is obtained to the point on the site where it is required and processing. The tendered rate shall include overhaul.

### **PSDM 8.3.18 Blading of gravel roads:**

(a) Light  
blading.....  
Unit: bl-km

(b) Heavy  
blading.....  
Unit: bl-km

The unit of measurement for using a grader to blade the surfaces of existing roads shall be the blade-kilometre, that is, each kilometre of the full width of the entire surface which has been bladed by one pass of the road grader. For tendering purposes the road width is be taken as 7m. Only the number of blades-kilometre actually authorized by the Engineer, in writing, will be measured.



The tendered rate shall include full compensation for providing the road graders and operations, flagmen, guards, barricades, signs and all other costs incidental thereto and for blading the road to a smooth surface free of corrugations



<b>PSME</b>	<b>SUBBASE</b>
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<b>PSME 3</b>	<b>MATERIALS</b>
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**PSME 3.5 SELECTION**

The subbase course material must be obtained from commercial sources.

<b>PSME 5</b>	<b>CONSTRUCTION</b>
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**PSME 5.7 TRANSPORT**

**PSME 5.7.1 Freehaul**

The freehaul distance shall be unlimited.

**PSME 5.7.2 Overhaul**

No overhaul will be paid under this contract. The Contractor should include the cost of overhaul in his rates.

<b>PSME 8</b>	<b>MEASUREMENT AND PAYMENT</b>
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**PSME 8.3 SCHEDULED ITEMS**

**PSME 8.3.1 Construct the subbase course / shoulders / gravel wearing course with material from commercial sources or designated borrow areas.....: m<sup>3</sup>**

The subbase course material must be obtained from commercial sources.

Rates must include overhaul.



The Contractor shall test, select and stockpile his own subbase material. The unit of measurement shall be the cubic metre of compacted material in place in the street pavement as shown on the drawings.

The tendered rate shall include the loading, transporting, offloading, placing, processing and compaction of subbase (G5) material to 95% Mod AASHTO and a CBR of 45. The Engineer may instruct compaction at higher densities, for which additional compensation shall be made as an extra - over.

<b>PSMF</b>	<b>BASE COURSE</b>
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<b>PSMF 3</b>	<b>MATERIALS</b>
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**PSMF 3.3 PHYSICAL AND CHEMICAL PROPERTIES**

**PSMF 3.3 Graded crushed stone**

Delete and replace the sub clause with:

The graded crushed stone base shall be Type G3 crushed stone base in accordance with the requirements of sub-clause 3602 of the COLTO Standard Specifications for Road and Bridge Works for State Road Authorities (1998 edition).

<b>PSMF 5</b>	<b>CONSTRUCTION</b>
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**PSMF 5.9 TRANSPORT**

**PSMF 5.9.1 Freehaul**

The freehaul distance shall be unlimited.

**PSMF 5.9.2 Overhaul**

No overhaul will be paid under this contract. The Contractor should include the cost of overhaul in his rates.

**PSMF 5.10 Excavating pavement material**



Unless otherwise instructed by the Engineer, the patching shall have a neat rectangular shape. The existing material shall be excavated and removed to the full specified depth. Asphalt layers and surfacing shall be cut with approved sawing equipment.

Excavation for patching shall be cut with side slopes of approximately 60 degrees to the horizontal.

Where required, excavation shall be done with an approved milling plant in accordance with Section 3800 of COLTO Standard Specifications for Road and Bridge Works for State Road Authorities, 1998 Edition.

Excavated material from each pavement layer shall be placed in separate stockpiles adjacent to the patch. The stockpiled material shall be re-used or spoiled in an approved manner in accordance with the Engineer's instructions.

#### **PSMF 5.11 Backfilling excavations**

(i) Excavations shall be backfilled with pavement material as specified in the project specifications or as ordered by the Engineer and the backfilling shall be compacted and finished to the required level. Stabilized materials shall be mixed in concrete mixers or by other approved equipment.

(ii) The base shall be backfilled in accordance with the following requirements:

The specified base material shall be placed in a concrete mixer, and water shall be added to moisten the material.

A suitably diluted 60% stable-grade anionic or cationic bitumen shall be added at the specified rate.

Ordinary Portland cement shall be added at a rate of 1.0% by mass.

During mixing the fluid content (water plus emulsion) shall not exceed the optimum moisture content of the base. Mixing shall continue until a uniform mix of the base material and the emulsion is obtained.



The Contractor shall place and spread the stabilized material by hand in layers of appropriate thickness. Each layer shall be compacted with a hand operated self-propelled vibratory roller to the specified density. The process of placing, spreading and compacting shall be repeated until the required total thickness of base is obtained.

The stabilized material shall be placed at a fluid content not exceeding the optimum moisture content for the base.

<b>PSMF 8      MEASUREMENT AND PAYMENT</b>
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**PSMF 8.3      SCHEDULED ITEMS**

Add the following new pay items:

**PSDM 8.3.13 Compacting the floor of excavations for patching.....Unit: m<sup>2</sup>**

The unit of measurement shall be a square metre of excavation floor compacted on the instruction of the Engineer, and the quantity shall be computed in accordance with the authorized dimensions of the excavation floor.

The tendered rate shall include full compensation for compacting the floor of excavations complete as specified, and also for work in restricted areas.

Payment will not distinguish between the various methods of compaction or various density requirements.

**PSMF 8.3.14 Excavation in existing pavements for patching in:**

(a) Cemented  
layers.....Unit  
: m<sup>3</sup>

(b) Gravel  
layers.....  
..Unit: m<sup>3</sup>



The unit of measurement shall be a cubic metre of material excavated from the existing pavement. The quantity shall be computed in accordance with the authorized dimensions of the excavation.

The tendered rate shall include full compensation for demarcating the excavation, excavating the material, placing the excavated material in temporary stockpiles, spoiling of material in the stockpiles where ordered by the Engineer, including haul over unlimited distance, complete as specified, and also for work in restricted areas.

**PSMF 8.3.15 Backfilling of excavations for patching in:**

(a) Type G4 Base material stabilized with 5% cement for a patch with surface area:

(i) Not exceeding 5  
 $\text{m}^2$  .....  $\text{m}^3$

(b) Type G4 Base material stabilized with bituminous emulsion for a patch with surface area:

(i) Not exceeding 5  
 $\text{m}^2$  .....  
 $\text{m}^3$

(c) Type G4 natural Base for a patch with surface area:

(i) Not exceeding 5  
 $\text{m}^2$  ..... Unit:  
 $\text{m}^3$

The unit of measurement shall be a cubic metre of the specified chemically or bituminously stabilized movement material placed in accordance with the specified requirements. The quantity will be computed in accordance with the authorized dimensions of the layer.

The tendered rates shall include full compensation for providing all the material, irrespective of its origin, including gravel, for all mixing, placing, compacting and finishing as specified, for all transport, work in restricted areas, and also for machinery, equipment, labour, supervision and other incidentals for executing the work as specified.



The tendered rate shall also include full compensation for chemical or bituminous stabilization, including amongst others the provision and application of the stabilizing agents.

<b>PSMK</b>	<b>KERBING AND CHANELLING</b>
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<b>PSMK 3</b>	<b>MATERIALS</b>
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**PSMK 3.2 PRECAST KERBING AND CHANNELING**

**PSMK 3.2.1 General**

All kerbs shall be as per the Drawings.

For the visual face, no more than 10 blowholes of 3-mm depth and width, distributed evenly, will be accepted. The Contractor must submit 3 samples for approval.

Channels shall be cast in - situ between kerbs and the base layer as shown on the Drawings. Softboard shall be used in expansion joints at approximately 1.8 metre intervals, at every second adjacent kerb unit.

**PSMK 3.9 BEDDING MATERIAL**

Bedding material for kerbs shall consist of 15 MPa concrete with good workability characteristics.

Concrete backing for kerbs shall be provided at least two positions spaced at equal distances behind each kerb.

<b>PSMK 7</b>	<b>TESTING</b>
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The test shall be the “beam test” as per SANS 927, the criteria being a minimum average of 11.8Mpa (for sample of 3), with no test being below 9.44Mpa.

Add the following pay items:



**PSMK 8 MEASUREMENT AND PAYMENT**
**PSMK 8.2.14 Safe removal of existing barrier or mountable kerbs and safeguarding on site.....**

.....Unit: m

The tendered rate shall include all material, labour and equipment required to safely remove barrier and mountable kerbs, and store same at the Contractors camp.

**PSMK 8.2.15 Removal and disposal of existing barrier kerbs, mountable kerbs or concrete edge beams.....**

.....Unit: m

The tendered rate shall include all material, labour and equipment required to remove barrier kerbs, mountable kerbs or concrete edge beams and dispose of at the nearest municipal dump site. The rate should include haul.

**PSMK 8.2.16 Supply and construct concrete edge beam.....Unit: m**

The tendered rate shall include the supply of all materials, labour, construction and testing of the concrete edge beam to drawing details.

**PSMK 8.2.17 Concrete cross beam.....Unit: m**

The tendered rate shall include the supply of all materials, labour, construction and testing of the concrete cross beam to drawing details.



<b>PSMM</b>	<b>ANCILLARY ROADWORKS</b>
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<b>PSMM 3</b>	<b>MATERIALS</b>
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**PSMM 3.1 ROAD-MARKING MATERIALS**

Road marking paint shall be in accordance with Clause 3.3.1.1, but shall be done manually only.

<b>PSMM 5</b>	<b>CONSTRUCTION</b>
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**PSMM 5.3 ROAD MARKING****PSMM 5.3.4 Application of Road-Marking Materials**

The top and face of all barrier kerbs around bellmouths shall be painted with approved roadmarking paint confirming to SANS 634 Concrete surfacing where indicated by drawings. Kerbs lengths shall be painted consecutively in black and white colour. A masonry undercoat shall be applied to the kerbing before application of the roadmarking paint.

<b>PSMM 8</b>	<b>MEASUREMENT AND PAYMENT</b>
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**PSMM 8.4 SCHEDULED ITEMS FOR ROAD MARKINGS**

**PSMM 8.3.8 Permanent road signs measured by number (New Item) Sign code and/or name listed** .....

..... Unit : No

Supply and erect standard Chromodek sheet steel (1.4mm thick) signs with retroreflective material fixed to a 50mm nominal steel tubing, based with 15 Mpa concrete footing. The tendered rate shall cover the cost of all material, equipment and labour necessary erect the signs.

**PSMM 8.4.1 Non-reflectorized Paint applied**



The unit of measurement for road marking payment items 8.4.1(a) and (b) shall be amended to metre (m). The tendered rate shall in addition include full compensation for setting out and pre-marking, which would normally be paid separately under payment item 8.4.4.

**PSMM 8.4.5 Painting of Kerbs (New Item)**

Alternate black and white paint

..... Unit : m

The unit of measurement shall be the metre (m) of actual length painted with road marking paint. The tendered rate shall cover the cost of all material, equipment and labour necessary to do the painting.



## **SECTION IV: PRICED ACTIVITY SCHEDULE/SCHEDULE OF QUANTITIES**

Procurement Reference Number: ***W/RFQ/OTRC-10/2025/2026***



## Priced Activity Schedule

### PREAMBLE TO THE SCHEDULE OF QUANTITIES

- D.1 Descriptions in the Schedule of Quantities are abbreviated and the Schedule has been drawn up generally in accordance with the latest issues of Civil Engineering Quantities. Should any requirement of the measurement and payment clause of the applicable Standardized Specification, or the Project Specification, or the particular specification(s) be in conflict with the terms of the Schedule or, when relevant, Civil Engineering Quantities, the requirement of the Standardized and Project Specifications, or particular specification as applicable, shall prevail.
- D.2 Unless otherwise stated, items are measured net in accordance with the Drawings, and no allowance has been made for waste.
- D.3 The prices and rates to be inserted in the Schedule of Quantities are to be the full inclusive prices to the Employer for the work described under the several items. Such prices shall cover all costs and expenses that may be required in and for the construction of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the Tender is based.
- D.4 A price or rate is to be entered against each item in the Schedule of Quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the Schedule.
- D.5 The Tenderer must price each item in the Schedule of Quantities in black ink and the use of correcting fluids like Tippex, etc is unacceptable.
- D.6 The quantities in this Schedule of Quantities shall be regarded as approximate and not necessarily the actual amount of work to be done, nor shall these quantities be considered as limiting or extending the amount of work to be done or material to be supplied by the Contractor.
- D.7 The Contract Price for the completed Contract shall be computed from the actual quantities of work done and valued at the unit rates and prices tendered against the respective items in the Schedule of Quantities.



- D.8 The Schedule of Quantities must not be used for the ordering of materials and the Contractor is advised to acquire his own information from the Specifications and Drawings, and to consult with the Engineer before materials are ordered.

#### D.9 REFERENCES

Where cross-references to Clauses and Drawings are given in the Schedule of Quantities and other Contract Documents, such cross-references are not necessarily complete. References to parts of and Clauses in other Contract Documents and to the Drawings will normally be abbreviated as follows:

##### **DOCUMENT**

Drawings  
General Conditions of Contract  
Special Conditions of Contract  
Project Specifications  
SANS 1200 Standardized Specification  
Civil Engineering Quantities

##### **ABBREVIATION**

Dwg  
GCC  
SCC  
PS  
SANS 1200  
C E Q



ITEM NO	PAYMENT ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	SANS	<b><u>SECTION 1. PRELIMINARY AND GENERAL</u></b>				
1.1	8.3	<b><u>SCHEDULED FIXED-CHARGE AND VALUE RELATED ITEMS</u></b>				
1.1.1	8.3.2	Establishment of facilities on the Site	Sum	1		
1.1.2	8.3.3	Other Fixed-charge obligations				
1.13	8.3.4	Removal of Site Establishment	Sum	1		
1.2	8.4	<b><u>SCHEDULED TIME-RELATED ITEMS</u></b>				
1.21	8.4.1	Contractual Requirements				
1.2.2	8.4.2	Operation and maintenance of facilities on the Site				
		(a) Offices and storage sheds				
		(b) Ablution and latrine facilities	Sum	1		
1.3	8.5	<b><u>SUMS STATED PROVISIONALLY BY ENGINEER</u></b>				
	PSA	<b>a) Tests ordered by the Engineer</b>				
	8.5.1					
1.3.1		i) Tests ordered by the Employer's Engineer	P/Sum			15,000.00
<b>TOTAL CARRIED TO SUMMARY</b>						



ITEM NO	PAYMENT ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
2	SABS 1200 C	<b>SECTION A: SITE CLEARANCE</b>				
2.1	8.20	<b>CLEAR AND GRUB SITE (incl. removal of vegetation and trees):</b>				
2.1.1	8.2.1		ha	1.75		
2.3	8.2.2	(a) Clear and grub areas within road reserve				
2.3.1			t.km	60		
2.3.2		<b>REMOVAL OF REDUNDANT MATERIALS</b>				
		(a) Transport all redundant materials to approved municipal dumpsite				
<b>TOTAL CARRIED TO SUMMARY</b>						



ITEM	PAY ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
3		<b><u>SECTION 2. EARTHWORKS</u></b>				
	<b>SAN</b>	<b>EARTHWORKS</b>				
3.1	<b>S</b>					
	<b>1200</b>	<b>Blading of gravel roads</b>				
3.1.1	<b>DM</b>					
		a) Light blading	bl-	9.00		Rate only
3.1.2		b) Heavy blading	km	3.00		
		<b><u>EARTHWORKS</u></b>	bl-			
3.2	<b>SAN</b>		km			
	<b>S</b>	<b><u>Treatment of Roadbed</u></b>				
3.2.1	<b>1200</b>	a) Roadbed preparation and compaction of material to:				
	<b>DM</b>	(i) Rip, shape, scarify, knapping, rolling, mixing of in-situ material and preparation and compaction to 93% Mod AASHTO density to a depth of		2,310.00		
8.3.3						
3.3			m³			
		<b><u>Gravel wearing course</u></b>				
3.3.1		Gravel Wearing Course Surface layer		4,620.00		
3.4		150mm thick Gravel Wearing course (G5) layer compacted to 95% Mod				
3.4.1						
		<b><u>Spot gravel repair / Spot regravelling</u></b>	m³	5.00		
		Extra-Over item 8.3.3 (b) for importing additional gravel Wearing Course quality material from commercial sources where instructed by the Engineer	m³			Rate only
	<b>PS</b>					
	<b>DM</b>					
	<b>8.3.</b>					
	<b>17</b>					
<b>TOTAL CARRIED TO SUMMARY</b>						



ITEM NO	PAY ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
		<b>SECTION 4. STORMWATER</b>				
	<b>1200 DB</b>	<b>SECTION C: EARTHWORKS(PIPE TRENCHES)</b>				
		<b>TRENCHES FOR STORMWATER PIPES</b>				
4		<b>Excavate in all materials for trenches</b>				
4.1		<b>trenches, backfill, compact and</b>				
4.1.1		<b>dispose of surplus/unsuitable</b>				
4.1.2		<b>material, for stormwater pipes</b>				
		<b>with nominal diameters and</b>				
		<b>depths:</b>				
		(b) 1200mm exceeding 0.0 but not 1,0 m	m	12		
4.20		<b>Extra over for item 4.1 above for:</b>				
4.2.1		(i) Hard excavation and back fill where	m <sup>3</sup>			Rate Only
		ordered by the Project manager				
4.2.2		(iii) Backfill stabilized with 5% cement where	m <sup>3</sup>			Rate Only
		directed by the Project manager				
4.3		<b>Excavate for stormwater inlet and outlet</b>				
		<b>structures and for manholes and the</b>				
		<b>like in all materials, irrespective of</b>				
		<b>depth and backfill around structures</b>	m <sup>3</sup>			Rate only
		<b>Excavation of open drains in all materials</b>	m <sup>3</sup>	175		
	<b>SABS</b>	<b>SECTION: GABIONS AND PITCHING</b>				
	<b>1200 DK</b>					
4.4	8.2.5	<b>PITCHING</b>				
4.4.1		(a) Grouted (Cemented) Pitching				
		Trimming, Preparing slopes and backfilling	m <sup>2</sup>			Rate only
		and Compacting				
	<b>1200 LE</b>	<b>SECTION: STORMWATER DRAINAGE</b>				
4.7	8.2.2	<b>Supply, handle, lay, bed, backfill Rectangular</b>				
		<b>concrete box culvert and dispose of surplus and</b>				
		<b>unsuitable material for:</b>				
4.7.1		(ii) 0.75 m x 0.45 m	m	12		
		(in road roadways)				
4.7.1.1		(ii) 1.2 m x 0.45 m	m			Rate only
4.8		<b>CONSTRUCT ALL CONCRETE INLET, OUTLET,</b>				
		<b>WING, RETURN, SLAB, HEAD AND CUT OFF</b>				
		<b>WALL STRUCTURES TO STORMWATER</b>				
4.8.1		(a) Rectangular Culverts				
		(i) 0.75 m x 0.45 m	m <sup>3</sup>	4		
		(i) 1.2 m x 0.45 m	m <sup>3</sup>			Rate only
4.9		<b>STORMWATER DRIFT</b>				
		<b>Construct stormwater drift, complete as per the</b>				
		<b>typical drawing.</b>	No.	1		
	<b>1200 MM</b>					
N2.	8.3.6	<b>PERMANENT ROAD SIGNS</b>				
N2.1.		Statutory signs, street names and the like 'supplied				
		and erected complete nominal steel tubing and				
		footing				
N2.1.9		(i) Hazard Markers (W401/W402) - (600x 150)	No.	8		
<b>TOTAL CARRIED TO SAMMARY</b>						



ITEM NO	PAY ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
5		SECTION 5. ANCILLARY ROADWORKS				
	SANS 1200MM	ANCILLARY ROADWORKS				
5.1	8.3.6	PERMANENT ROAD SIGNS  Statutory signs, street names and the like supplied and erected complete with nominal steel tubing and footing.  Road sign boards with painted or coloured semi-matt background. Symbols, lettering and borders in in semi-matt black or Class 1 retro-reflective material sign board constructed from Prepainted galvanized steel plate (chromadek or approved equivalent). Lettering, symbols, numbers, arrows, emblems and borders of retro- reflective material. 5% Cement treated backfill.				
5.1.1		(a) Stop Sign (R1) - 600 mm dia	No			Rate only
5.1.2		(b) Speed limit sign (R201-40) - 600mm dia	No.			Rate only
5.1.3		(c) Speed Limit Sign (R201-60) - 600mm dia	No.			Rate only
5.1.4		(d) Chevron Arrow (W405/W406) - 450mm height	No.			
5.1.5		(e) Sharp Turn Chevron (W407/W408) - 450mm height	No.			Rate only
5.1.6		(f) Sharp Turn Sign (W204/W205) - 900mm side length	No.			Rate only
5.1.7		(g) Hazard Markers (W401/W402) - (600x 150)	No.			Rate only
5.1.8		(h) Children Sign (W308) - 900mm side length	No.			Rate only
5.1.9		(I) Street name signs	No.			Rate only
	8.4	ROAD MARKINGS				
5.2	8.4.1	Retro-reflective road marking paint applied at nominal rate of 0.42 l/m <sup>2</sup> as scheduled				
5.2.1		a) 100mm white (broken or unbroken)	m			Rate only
5.2.2		b) 100mm yellow (broken or unbroken)	m			Rate only
5.2.3		c) 300mm white	m			Rate only
5.2.4		d) 300mm yellow	m			Rate only
5.2.5		e) White lettering and symbols	m <sup>2</sup>			Rate only
5.2.6		f) Yellow lettering and symbols	m <sup>2</sup>			Rate only
5.3		TRAFFIC CALMING				
4.3.1		Construct Speed Hump as per Detail Drawings	No.			Rate only
TOTAL CARRIED TO SUMMARY						



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**SUMMARY OF SCHEDULE OF QUANTITIES:**

SECTION	DESCRIPTION	AMOUNT
1	PRELIMINARY AND GENERALS	N\$ _____
2	SITE CLEARANCE	N\$ _____
3	EARTHWORKS	N\$ _____
4	STORMWATER	N\$ _____
5	ANCILLARY ROADWORKS	N\$ _____
SUB TOTAL		N\$ _____

ADD: 5% to subtotal as a provisional sum to cover the cost of contingencies

N\$ \_\_\_\_\_

SUB TOTAL

N\$ \_\_\_\_\_

ADD: VAT at 15% to TOTAL BID SUM

N\$ \_\_\_\_\_

TOTAL: BID SUM (INCLUDING VAT) CARRIED TO FORM OF TENDER

N\$ \_\_\_\_\_

**Priced Activity Schedule Authorised By:**

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



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## SECTION V: 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 (Request for quotation, Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015) available on the website of Ministry of finance, Procurement policy unit, except where modified by the Special Conditions below

## SECTION VI SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/OTRC-10/2025/2026

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)	<b>Otjozondjupa Regional Council</b> represented by the Acting Chief Regional Officer
Intended Completion Date GCC	The intended completion date is: <b>To be stipulated in the Contract Agreement and discussed during the site handover.</b>
Project Manager GCC 1.1(y)	The Project Managers are: <b>Mr. B. Ausiku, Ms. L. Mwazi</b>
Site GCC 1.1(aa)	The Site is located in <b>Okamatapati</b> , Otjozondjupa region.
Start Date GCC 1.1(dd)	The Start Date shall be the date agreed in the contract, <b>after signing the Contract Agreement.</b>
The Works GCC 1.1(hh)	The Works is as per the specifications.
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	The Project Manager shall obtain specific approval from the Employer before carrying out any of his/her duties under the Contract <b>which in the Project Manager's opinion will cause the</b>



GCC Clause Reference	Special Conditions
<b>Decisions 4.1</b>	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.
<b>Delegation GCC 5.1</b>	The Project Manager may delegate his/her duties.
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be : Otjozondjupa Regional Council's Head Quarters at 22 Henk Willems Street, Otjiwarongo</p> <p>Contact name shall be: Ms. L. Mwazi</p> <p>For the Contractor, the address shall be :</p> <p>Contact name shall be _____</p>
<b>Insurance GCC 13.1</b>	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> <li>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></li> <li>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></li> <li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i></li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></li> <li>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></li> </ul> </li> <li>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</li> </ul>



GCC Clause Reference	Special Conditions
	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.
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be the same date as the 'Start Date' defined in SCC 1.1 (dd).
<b>Procedure for Disputes GCC 24</b>	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
<b>Program GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates shall be required.
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: 6 months after completion date.
<b>Payment Certificates GCC 39.7</b>	Interim payment certificate progress of the Contractor.
<b>Payments GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <ul style="list-style-type: none"> <li>(a) the payment certificate; and</li> <li>(b) a certificate of Completion of the Works.</li> </ul>
<b>Price Adjustment GCC 44.</b>	The Contract is not subject to price adjustment.
<b>Retention GCC 45.</b>	(i) <b>5% of the amount shall be retained from any payment, as Retention for a period of six (6) months after completion, to be released after Defect Liability Period has lapsed subject to the Contractor making good all defects.</b>



GCC Clause Reference	Special Conditions
<b>Advance Payment GCC 48.1</b>	(i) No advance payment shall be made.
<b>Performance Security GCC 49.1</b>	The Performance Security amount is: (i) Bank Guarantee: <b>10%</b> of the final contract price shall be required.



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## **SECTION VII: CONTRACT FORMS**



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## Contract Agreement

THIS AGREEMENT made the .....day of....., between  
..... (hereinafter "the Employer"), of the one part, and  
..... (hereinafter "the Contractor), of the other part:

WHEREAS the Employer desires that the Works known as  
..... should be executed by the Contractor, and has  
accepted a Bid by the Contractor for the execution and completion of these Works  
and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This agreement shall prevail over all other Contract documents.

- (a) the Notification of Award
- (b) the Bid
- (c) the Addenda No.....(**insert addenda numbers if any**).....
- (d) the Special Conditions
- (e) the General Conditions;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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.



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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.

Signed by: .....

.....

for and on behalf of the Employer

Signed by:

for and on behalf of the Contractor

in the  
presence of: .....

.....  
Witness, Name, Signature, Address, Date  
Date

in the  
presence of:

Witness, Name, Signature, Address,



## SECTION VIII: 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/OTRC-10/2025/2026**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Bid Securing Declaration		
have a valid certified copy of company Registration Certificate		
have a valid original or certified good Standing Tax Certificate		
have a valid original or certified 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		
Owner/Owners Identification document attached		

**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