



Otjozondjupa Regional Council

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Head Office
22 Henk Willems Street

P O Box 1682
Otjiwarongo, Namibia



Request for Quotations For Works

MINOR RENOVATION OF FIVE (5) UNCOMPLETED BUILD
TOGETHER HOUSES IN OKATJORUU SETTLEMENT.

Procurement Reference No: W/RFQ/OTRC-09/2025/2026/

Issued on: 03 October 2025
Closing Date & Time: 24 October 2025 at 10h00 a.m.
Cost: N\$0.00 (Not for Sale)

NAME OF BIDDER	
POSTAL ADDRESS OF BIDDER	
CONTACT NUMBERS OF BIDDER	
VAT REGISTRATION NO.	
TOTAL BID PRICE EXCLUDING VAT (N\$)	
TOTAL BID PRICE INCLUDING VAT (N\$)	
SIGNATURE OF BIDDER	

INFORMATION TO THE BIDDERS

Bidders shall enclose two Bidding documents in a single sealed envelope, duly marking the envelopes as “ORIGINAL” and “COPY” with the Procurement Reference Number: W/RFQ/OTRC -09/2025/2026. The inner and outer of the envelopes shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Otjozondjupa Regional Council, 22 Henk Willems Street, Otjiwarongo on or before 24 OCTOBER 2025 at 10H00

LETTER OF INVITATION

03 OCTOBER 2025

W/RFQ/OTRC-09/2025/2026

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

Dear Sirs/Madam

REQUEST FOR QUOTATIONS FOR MINOR *RENOVATION OF FIVE (5) UNCOMPLETED BUILD TOGETHER HOUSES IN OKATJORUU SETTLEMENT.*

The Otjozondjupa Regional Council invites you to submit your best quote for the works described in detail herein.

Please prepare and submit your quotation on or before **24 October 2025 at 10H00**, in accordance with the instructions given.

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

Queries, if any, should be addressed to Ms H.I Kalumbu: hkalumbu@otjozondjuparc.gov.na

Yours faithfully,


Mrs S.M.K. Tuahuk
Head of 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 Bill of Quantities /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 **180 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) Certified copy of a valid company Registration Certificate;
- (b) have an Original or certified copy of valid Good Standing Tax Certificate;
- (c) have an Original or certified copy of valid good Standing Social Security Certificate.
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certified copy of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) Attach a duly completed, signed, and stamped Bid – Securing Declaration

- h) Bid document should be duly completed, signed and initialled on all pages, including all annexures.
- i) Attached certified copies of valid Completion Certificates, or reference letters from different Clients/institutions for similar work done in the past.

5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

6. Works Completion Period

The completion period for works shall be one hundred and twenty **(120) days** or four (4) months after the site handover. Deviation in completion period shall be considered only if such deviation is reasonable and approved by Otjozondjupa Regional Council.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number, description of the project and addressed to the Public Entity with the Bidder's name at the back of the envelope.**

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Otjozondjupa Regional Council, 22 Henk Willems Street, Otjiwarongo (**Procurement Section, ground Floor (Block B)**) on or before 24 October 2025 at 10H00. The Bids should be clearly marked with the procurement reference number and addressed to:

**Otjozondjupa Regional Council
P.O Box 1682
Henk Willems Street
Otjiwarongo**

Late quotations will be rejected and quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by Otjozondjupa Regional Council immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Otjozondjupa Regional Council (<https://otjozondjuparc.gov.na>) and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

This section contains criteria that the Otjozondjupa Regional Council shall use to evaluate the quotations in compliance with the provided Specifications and Bill of Quantities.

The Employer reserves the right to check the information provided by the bidders. In the event that the bidder supplied wrong information, the Employer reserves the right to reject the quotation.

The Request for Quotations will be evaluated in terms of 4 stages: Mandatory Documents; Technical Evaluation; Financial Evaluation; and Final Bid Scores & Award of Contract. Non-compliance will result in disqualification of the bid

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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10.1. Stage 1 – Mandatory Documents

Table 1 below illustrates all the mandatory documentation that needs to be attached to the bid.

The bidders are required to meet the requirements for each item listed in the table below. Failure to adhere to all the requirements in Table 1 below will lead to automatic disqualification.

Table 1: Mandatory Documents

Document	YES	NO
Bidder, including partnership has submitted only one bidding document		
- Bidder has duly completed the bidding document and all the bidding forms, and in English language. - Signed all pages where applicable, and initialled all pages of the bidding document and annexures.		
Original bid is written in indelible black ink only and signed by a person duly authorised to sign on behalf of the Bidder		
Submitted written statement by a power of attorney (or notary statement, etc.) proving that the person who signed the bid on behalf of the company/joint venture/consortium is duly authorised to do so. <i>Take note: this requirement is not applicable to sole proprietors</i>		
Certified copy of the valid Founding Statement or Company Registration Certificate (indicating the stream of business in which the company is engaged and which shall be related to the procurement works), and issued by the Ministry of Industrialization, Trade and SME development or Business and Intellectual Property Authority (BIPA), certified by the Namibian Police		
Original valid or certified copy by the Namibian Police of Good Standing Tax Certificate		
Original valid or certified copy by the Namibian Police of Good Standing Social Security Tax Certificate, clearly indicating the		

correct procurement reference number for this project, which is: W/RFQ/OTRC-09/2025/2026		
Certified copy of valid 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		
Submitted the duly filled, signed, stamped, and dated Bid Securing Declaration; and Written Undertaking in terms of Section 138 of the Labour Act, 2015		
Attached certified copies of Identification Documents (IDs) of owner(s) and proposed employees, certified by the Namibian Police		
Attached Curriculum Vitae (CVs) of the bidder or owners, and the proposed employees		
Attached certified copies of valid Completion Certificates, or reference letters from different Clients/institutions for similar work done in the past		

10.2 Stage 2 – Technical Evaluation

Quotations will be evaluated on the basis of a maximum of 100% using the following Technical Criteria in order to get the Technical Score (TS).

Criteria	Scoring	Max Marks
Similar Experience Requirements		
Experience of similar work completed within the last 5 years (Civil Work)	10 Marks per valid Completion Certificate or reference letter from different institutions/entities attached of similar civil work related to building renovations, with the project value starting from N\$50,000.00 and above <i>Note: Reference letters and Completion Certificates must indicate the description of works, services provided, contract period (start to end), and contract amount. Only completed projects will be considered.</i>	50
Team Competency Requirements		
Site Agent	1. With atleast 5 years of working experience in Civil work (building renovations) and proof is attached = 5 Marks 2. Certified copy of Civil Engineering qualification at NQF Level 8 or Higher is attached = 10 Marks	15
Foreman	1. With atleast 3 years of working experience in Civil work and proof is attached = 5 Marks 2. Certified copy of a National Vocational certificate in Bricklaying and plastering or any	10

	relevant qualification at NQF Level 3 or Higher is attached = 5 Marks	
Plumber	1. With atleast 3 years of working experience as plumber in projects of similar size and complexity = 5 Marks 2. Certified copy of qualification in Plumbing & Pipe Fitting at NQF Level 3 or Higher is attached = 5 Marks	10
Work schedule	Bidders to attach a realistic work schedule on how to execute the abovementioned works (in days or weeks' period) as per the scope of works within the prescribed project duration	15
Total Technical Score (TS) = 100%		100%

Take note: Bidders who have scored 70% or more will proceed to the financial evaluation.

10.3 Stage 3 – Financial Evaluation

Quotations will be evaluated on the basis of a maximum of 100% using the following formula to determine the Financial Score (FS) of each Quotation (Note: the lower the price, the higher the scores):

Financial Score (FS) = Lowest Bid Price / Price of Quotation under consideration × 100%

10.4. Stage 4 - Final Bid Scores & Award of Contract

Two Step Evaluation Process considering both Technical and Financial scores will then follow, whereby the Technical Score and the Financial Score of each Quotation will be added together to determine the Total Bid Scores for each Bid, as follow:

Total Bid Score of each bid = (Technical Score of each bid + Financial Score of each bid) ÷ 2

Finally, the bidder scoring the highest percentage (after adding both Technical and Financial scores) shall be the Bidder that has submitted the lowest evaluated substantially responsive quotation and qualified to perform the works, and shall be selected for award of contract. In the case where another section of this bidding document contradicts an item in the following evaluation criteria, the evaluation criteria shall hold preference.

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. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Performance Security

Not Applicable

15. Notification of Award and Debriefing

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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, Otjiwarongo, Namibia		
Procurement Reference Number:	W/RFQ/OTRC-09/2025/2026		
Subject matter of Procurement:	Minor Renovation of five (5) Incomplete Build Together Houses in Okatjoruu settlement.		

We offer to execute the Works detailed in the Technical Specifications, Performance Requirements and Drawings, 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 ITB 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 forfeiture of the security amount / disqualification on the grounds mentioned in the BDS.

The validity period of our Quotation is **one hundred and eighty (180) calendar days** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Bill of Quantities 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 **seven (7) calendar days** after signing the Contract.

Works will be completed within **one hundred and twenty (120) calendar days** from the date of site handover to Contractor.

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.]*

****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. 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: **Okatjoruu**

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Otjozondjupa Regional Council seeks for a qualified and experience bidder to carry out Minor Renovation for five Build Together houses in Okatjoruu settlement and per the Bill of Quantity (BOQ) of the bid document.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/OTRC-09/2025/2026**

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Sealing of existing roofs and flashings				
2	Seal all holes and roofing screws, etc in galvanised roof sheeting and leave watertight (measured on flat to affected roof area on slope)	96	M2		
3	Repairs to w.c. suites and flushing valves				
4	Replace missing or damaged w.c. seat with new heavy duty double seat and flap	0.0	No		
5	Cleaning of sewage pipes by rodding or shooting open blocked pipe not exceeding 160mm diameter with access from rodding eye or manhole				
6	Clean blocked pipes exceeding 40m and not exceeding 50m long	20	m		
7	Clean down and prepare and one coat Acrylic PVA paint				
8	On external smooth plastered walls	300	M ²		
9	Clean down and prepare and one coat gloss enamel paint				
10	On internal smooth plastered walls and columns	390	M ²		
11	Non-scheduled materials work				
12	Percentage allowance to be added to the NETT purchase cost of non-scheduled items excluding VAT for profit and overhead costs.	0.0	%		
13	White vitreous china or glazed fireclay				
14	Basin size 560 x 400mm with two tap holes fixed to walls with and including semi concealed cast iron brackets	5.0	no		

15	White vitreous China or glazed fireclay				
	Low level w.c suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, flush pipe and heavy-duty double flap and seat fixed to wall and floor.	5.0	No		
16	Polyethylene, duranite, etc				
17	9 Litre low-level duranite w.c. cistern complete with flushing mechanism, flush lever and flush pipe	0.0	No		
18	uPVC				
18	32mm Bottle trap including tailpipe and wall flange	5.0	No		
20	Chrome plated brass taps and sundries				
21	15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	10.0	No		
22	Chrome plated brass taps and sundries				
23	15mm Raised nose pillar tap	5.0	No		
24	Chrome plated brass taps and sundries				
25	15mm Shower rose 85mm diameter	5.0	No		
26	Chrome plated brass taps and sundries				
27	15mm Shower arm with cover plate	5.0	No		
28	Class 12 HDPE type IV water pipes including all straight joints and connectors laid in ground in trenches not less than 600mm deep, including excavations, backfilling, etc				
29	25mm Pipes laid in ground in trenches	50.0	M		
30	Extra over HDPE pipes for the following compression fittings				
31	25mm Fittings	18.0	No		
32	uPVC soil, waste and vent pipes including all straight joints and connectors				
33	40mm Pipe fixed or chased into walls	40.0	M		
34	uPVC soil, waste and vent pipes including all straight joints and connectors				

35	110mm Pipe fixed	30.0	M		
37	Extra over uPVC pipes for fittings				
38	40mm Access bend	6.0	No		
39	Extra over uPVC pipes for fittings				
40	110mm Plain junction	4.0	No		
41	Extra over uPVC pipes for fittings				
42	110mm Plain reducing junction	5.0	No		
43	Extra over uPVC pipes for fittings				
44	50mm Two-way vent valve	3.0	No		
45	Inspection chambers				
46	Excavate for and build inspection chamber size 900mm x 600mm internally and not exceeding 500 mm deep to invert	3.0	No		
47	Cast iron gratings, covers, etc				
48	600 x 900mm Single seal manhole cover and frame type 9E (93kg)	3.0	No		
			Contingency @ 5%		
Enter 0% VAT rate if VAT exempt.			Subtotal		
			VAT @ 15 %		
			Total		

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/OTRC-09/2025/2026

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Sealing of existing roofs and flashings		
2	Seal all holes and roofing screws, etc in galvanised roof sheeting and leave watertight (measured on flat to affected roof area on slope)		
3	Repairs to w.c. suites and flushing valves		
4	Replace missing or damaged w.c.seat with new heavy duty double seat and flap		
5	Cleaning of sewage pipes by rodding or shooting open blocked pipe not exceeding 160mm diameter with access from rodding eye or manhole		
6	Clean blocked pipes exceeding 40m and not exceeding 50m long		
8	Clean down and prepare and one coat Acrylic PVA paint		
9	On external smooth plastered walls		
10	Cleaning down and prepare and one coat gloss enamel paint		
11	On internal smooth plastered walls and columns		

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>
12	Percentage allowance to be added to the NETT purchase cost of non-scheduled items excluding VAT for profit and overhead costs.		
13	White vitreous china or glazed fireclay		
14	Basin size 560 x 400mm with two tap holes fixed to walls with and including semi concealed cast iron brackets		
15	White vitreous China or glazed fireclay		
16	Low level w.c suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, flush pipe and heavy duty double flap and seat fixed to wall and floor.		
17	Polyethylene, duranite, etc		
18	9 Litre low-level duranite w.c. cistern complete with flushing mechanism, flush lever and flush pipe		
19	uPVC		
20	32mm Bottle trap including tailpipe and wall flange		
21	Chrome plated brass taps and sundries		
22	15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required		
23	Chrome plated brass taps and sundries		
24	15mm Raised nose pillar tap		

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>
25	Chrome plated brass taps and sundries		
26	15mm shower rose 85mm diameter		
27	Chrome plated brass taps and sundries		
28	15mm Shower arm with cover plate		
29	Class 12 HDPE type IV water pipes including all straight joints and connectors laid in ground in trenches not less than 600mm deep, including excavations, backfilling, etc.		
30	25mm Pipes laid in ground in trenches		
31	Extra over HDPE Pipes for the following compression fittings		
32	25mm Fittings		
33	Upvc soil, waste and vent pipes including all straight joints and connectors		
34	110mm Pipe fixed		
35	Extra over uPVC pipes for fittings		
36	40mm Access bend		
37	Extra over uPVC pipes for fittings		
38	110mm Plain reducing junction		

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>
39	Extra over uPVC pipes for fittings		
40	50mm Two-way vent valve		
41	Inspection chambers		
42	Excavate for and build inspection chamber size 900mm x 600mm internally and not exceeding 500 mm deep to invert		
43	Cast iron gratings, covers, etc		
44	600 x 900mm Single seal manhole cover and frame type 9E (93kg)		

* 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-OTRC -09/2025/2026**) available on the Otjozondjupa Regional Council at the following website link: <http://otjozondjuparc.gov.na> ,except where modified by the Special Condition of Contract in Section VII below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ-OTRC -09/2025/2026**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Otjozondjupa Regional Council
Intended Completion Date GCC	The intended completion date is: one hundred and twenty (120) calendar days after the date of site handover
Project Manager GCC 1.1(y)	The Project Manager is: Ms Hilma Kalumbu
Site GCC 1.1(aa)	The Site is located at Okatjoruu Settlement
Start Date GCC 1.1(dd)	The Start Date shall be: Seven (7) days after signing of Contract Agreement by Contractor
The Works GCC 1.1(hh)	The Works consist of: Renovation of five (5) uncompleted Build Together Houses in Okatjoruu settlement.
Interpretation GCC 2.2	The project will be completed in the following sections: Once off project
Interpretation GCC2.3	The following additional documents shall form part of the contract: The following additional documents shall form part of the contract: (a) Agreement,

GCC Clause Reference	Special Conditions
	(b) Letter of Acceptance, (c) Contractor's Bid, (d) Particular Conditions of Contract, (e) General Conditions of Contract, (f) Specifications, (g) Bill of Quantities and (h) any other documents forming part of Contract, such as the bidding forms, etc.
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	Project Manager may not delegate his duties.
Notices GCC 6	All Communication shall be by letter or e-mail, with proof of receipt, which shall be sent: By the Contractor through the Project Manager to The Chief Regional Officer; Otjozondjupa Regional Council; P.O. Box 1682; Otjiwarongo, Or By Otjozondjupa Regional Council to the Contractor, on the address indicated on the first page of the Purchase Order/Letter of Acceptance.
Insurance GCC 13.1	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: a) for the Works, Plant and Materials: Full Contract Amount plus 10%. b) for loss or damage to Equipment: Contractor's own responsibility for the replacement value of the equipment that the Contractor intends to use on site until the taking over by the Employer. c) for loss or damage to property (except the Works, Plant,

GCC Clause Reference	Special Conditions
	Materials, and Equipment) in connection with Contract: Contractor's own responsibility for an amount equivalent to the value of the properties that are exposed to the action of the Contractor in the execution of the works including the Employer's property. d) for personal injury or death: i) of the Contractor's employees: The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works (ii) of other people: This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable: shall be covered by insurance for the Works, Plant and Materials indicated above. 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.
Site Date GCC 14.1	The site Data shall be: Within 7 days after signing of contract
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within 7 days after signing of contract
Procedure for Disputes GCC 24	An Adjudicator shall be appointed under the contract and arbitration shall 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 for adjudication.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within seven (7) days from the date of the site handover.
GCC 25.3	The period between Program updates is ten (10) calendar days or unless otherwise instructed by the Project Manager.
Defects Liability	The Defects Liability Period is: six (6) months on new installation.

GCC Clause Reference	Special Conditions
Period GCC 33.1	
Payment Certificates GCC 39.7	No interim Payment Certificates shall be submitted for works completed. Only one payment certificate shall be submitted for this work and the Project Manager shall verify the amount to be paid to the Contractor.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Adverse weather conditions will be determined at each occurrence and will be confirmed within twenty-four (24) hours of occurrence with the Project Manager. The meaning of “adverse weather conditions” will be deemed to be the weather which is not only extreme or severe but exceeding that which, on evidence of past years, could be reasonably not have been expected. The Contractor is expected to always have a rain gauge on site during the duration of Contract. In the case of excessive rain, readings will be compared with the local meteorological data for verification. The Contractor is, in addition to the above, to make allowance for normal vagaries of the weather (e.g. rainfall, wind, etc.) in his program of works.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment. The Bidder must therefore allow for any future escalations in pricing.
Retention GCC 45.	The portion to be retained is 10% of the value of the Works. Half of the retention money will be released upon issuing of a Practical Completion Certificate to the Contractor, and the remaining half shall be released after the Defects Liability Period, subject to the Contractor making good all defects as approved by the Project Manager, and upon being issued a Defects Liability Certificate/Completion Certificate.
Liquidated Damages GCC 46.1	The liquidated damages for the whole Works are 0.1% of Contract Amount per calendar day. The maximum amount of liquidated damages for the whole of the Works is 6% of the Contract Amount.
Bonus GCC 47.1	Bonus payments are not applicable under this Contract.

GCC Clause Reference	Special Conditions
Advance Payment GCC 48.1	Advance payments are not applicable under this Contract.
Performance Security GCC 49.1	Not Applicable
Drawing GCC 56.1	Not Applicable
GCC 59.1 Payment upon Termination	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works is 10%.

SCHEDULE 1:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: W/RFQ/OTRC-09/2025/2026**

Description	Attached	Not Attached
Quotation letter		
Original bid document issued by the Otjozondjupa Regional Council		
Quotation letter		
Priced Bill of Quantities		
Specification and Compliance Sheet		
Founding Statement or Company Registration Certificate		
Good Standing Tax Certificate		
Good Standing Social Security Tax Certificate		
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		
Bid Securing Declaration		
Written Undertaking in terms of Section 138 of the Labour Act, 2015		
Other required documents such as qualifications, Identity, and CVs of bidder/owner and key proposed personnel; equipment ownership proof or hire letter if applicable; proof of experiences; bidding forms and any other attachments as deemed appropriate or required in the bidding document.		

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.