



Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168
Fax: (067) 302760/302742

P.O. Box 1682
Otjiwarongo
NAMIBIA

BIDDING DOCUMENT

FOR

PROCUREMENT OF WORKS

PROCUREMENT REFERENCE NUMBER: W/RFQ/OTRCED-13/2025/2026

PROCUREMENT DESCRIPTION:

CONSTRUCTION OF A TOILET BLOCKS AT FIVE RAND PROJECT SECONDARY SCHOOL

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 13th November 2025 @ 10h00

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



Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168
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Letter of Invitation

Bidder's name

Contact number

Procurement Reference Number: W/RFQ/OTRCED-13/2025/2026

Dear Sir/Madam,

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

CONSTRUCTION OF A TOILET BLOCKS AT FIVE RAND PROJECT SECONDARY SCHOOL

Please prepare and submit your quotation 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. Kindly note that you may visit the site to familiarize yourself with the land location.

*Technical queries, if any, should be addressed to **Mr. J. Uusiku** via email: junias.uusiku@gmail.com and for Administration queries, if any should be addressed to **Ms. E. Uahupirapi** via email: enuahupirapi@gmail.com*

Yours Faithfully

PRIVATE BAG 1682
OTJIWARONGO
MRS. S. M. TUAHUKU
PROCUREMENT MANAGEMENT UNIT
HEAD: PROCUREMENT MANAGEMENT UNIT.

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Otjozondjupa Regional Council* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation.

3. Validity of Quotations

The quotation validity period shall be 60 days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) A valid certificate of good standing with the Receiver of Revenue **indicating VAT registrations status; 0**
- (b) A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) A valid Affirmative Action Compliance Certificate issued under section 41 **of the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998), or exemption issued in terms of Section 42 of that Act;** proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in that Act,
- (d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007) and;
- (e) **A valid;**
 - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
 - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;
 - (iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;

- (iv) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.
- (i-iv) **Not applicable to sole proprietor.**
- (f) Signed Bid-securing Declaration.
- (g) Quotation Letter completed in full and signed by the person authorized to sign the bid, failure thereof will lead to disqualification.
- (h) Section IV; Priced Activity Schedule/Bill of Quantity must be completed in full without any material deviation, all lines items must be costed in full and signed by the authorised person to submit the bid, failure thereof will lead to disqualification.
- (i) Offered period of validity on the quotation letter correspond to the period stipulated in section I; item 3, validity of quotation period, failure thereof will lead to disqualification.
- (j) Bid is written in English language with an indelible ink
- (k) Section V; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all lines items; failure thereof will lead to disqualification.
- (l) Past experience and evidence of previous work performed supported by Practical Completion Certificates and Reference letters with contact details of clients who may be contacted for further information on those contracts, failure thereof will lead to disqualification;
- (m) All pages of the bid document including overwrite and deletions must be initialled by the person authorized to sign the bid, failure thereof will lead to disqualification;
- (n) No tipex/correction fluids shall be used, the use thereof shall lead to disqualification of bids, and failure thereof will lead to disqualification;
- (o) All pages which form part of the bid document submitted, including attachments are bound together with no loose pages;
- (p) Bidder must submit documentary evidence that the bidder does not have any conflict of interest with other bidders or the Ministry.
- (q) Bidders should submit qualifications and experience (Trade Diploma/Certificate and 3 years' experience of key site management and technical personnel (Site Manager and Site Foreman) proposed for the Contract, failure thereof will lead to disqualification;
- (r) Attached the Bank Rating C or above

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period/Validity period of Quotation

The validity period of the quotation is 60 days and the completion period for works shall be 120 days after acceptance and issue of Purchase Order and signing of contract agreement. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B** not later than **13th November 2025 at 10h00**. Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. ***Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.***

9. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 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, company Registration, valid original / certified copy good Standing Tax with the Receiver of Revenue, valid original / certified copy of good Standing Social Security Commission or, in the case where a company has no employees, confirmation letter from the social security commission, valid Affirmative Action Compliance Certificate issued under section 41 of Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998); an exemption issued under section 42 of that Act; or a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act; a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007); **and a valid –**

- (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;
- (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia;

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive as per Bill of Quantity and Eligibility Criteria shall be compared on the basis of evaluated cost, subject to Margin of Preference, to determine the lowest evaluated quotation. The threshold amount of the project will be determined by the Employer 5% under or above the threshold amount will be the most responsive amount during evaluation.

Bids shall be evaluated on the basis of preliminary examinations of bids, legal examination and technical evaluation as indicated in the tables below. Applicable weight is yes/no.

10.1 Preliminary Examination of Bids Table

No.	Description	YES/ NO
1	Quotation Letter is completed in full and signed by the person authorized to sign the bid.	
	Offered period of validity on the quotation letter correspond to the period stipulated in section I; item 3, validity of quotation period.	
3	Bid document is written in English language with an indelible ink	
5	All pages of the bid document including overwrite, deletions and all attachments are initialled by the person authorized to sign the bid	
6	Bidder did not use tipex or any other correction fluids in the bid document (use thereof will lead to disqualification).	
7	All pages which form part of the bid document submitted, including attachments are bound together with no loose pages.	
	OVERALL ADMINISTRATIVE COMPLIANCE	

NOTE: Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

10.2 Legal Evaluation of Bids Table

No	Description	YES/ NO
1	Bidder has submitted a valid certificate of good standing with the Receiver of Revenue indicating VAT registration status;	
2	Bidder has submitted a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;	
3	Bidder has submitted a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, of the Affirmation Action (Employment) Act, 1998 (Act No. 29 of 1998) or exemption issued in terms of Section 42 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in that Act,	
4	Bidder has completed and signed a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007)	
	Bidder has submitted a valid;	
	(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;	
	(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia; BIPA	

5	(iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;	
	(v) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.	
	(i-iv) Not applicable to sole proprietor.	
	Bidder submitted a Signed Bid-securing Declaration.	
OVERALL LEGAL COMPLIANCE		

NOTE: Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

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.

Technical evaluation bid table

No	Description	YES/ NO
1	Section IV; Priced Activity Schedule/Bill of Quantity is completed in full, all lines items are costed in full and signed by the authorised person to submit the bid.	
2	Section V; Specifications and Compliance Sheet is completed in full and signed by the authorised person to submit the bid, and compliance or details of non-compliance to all lines items is indicated.	
3	Past experience and evidence of previous work performed submitted is supported by Completion Certificates and Reference letters with contact details of clients who may be contacted for further information on those contracts.	
4	Proof of works completed within the past 3 years with the value of not less than N\$ 600,000.00	
5	Bidder has submitted a detailed preliminary work program/schedule with volumes and milestones.	
6	Bidders has submitted qualifications and experience (Trade Diploma/Certificate and 3 years' experience of key site management and technical personnel (Site Manager and Site Foreman) proposed for the Contract.	
7	Bidder has submitted documentary evidence that the bidder does not have any conflict of interest with other bidders or the public entity. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to;	
	Bidders have controlling shareholders in common; or Bidders receive or have received any direct or indirect subsidy from any of them; or	

	Bidders have the same legal representative for purposes of this Bid; or	
	Bidders have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the purchaser regarding this bidding process	
	a bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or	
	a bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.	
9	OVERALL TECHNICAL COMPLIANCE	

NOTE: Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

(i) Financial Evaluation

#	DESCRIPTION	
1	Bidders price is quoted in Namibian Dollars	
2	Bids is within 5% below or 5% above the Ministry's Estimate.	
4	OVERALL FINANCIAL COMPLIANCE	

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:

CATEGORIES OF BIDDERS	Margin of Preferences
Micro, Small and Medium Enterprise	1%
Woman owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing employment to Namibian	1%
Total	7%

13.2. Bidders applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	Margin of preference	DOCUMENTARY EVIDENCE
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Woman owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	7%	

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the works shall be selected for award of contract **subject to the application of margin of preference**. The award shall be done in accordance with the provisions of **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended)**. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section IV: Contract and the General Conditions of Contract. **The Otjozondjupa Regional Council reserves the right to award projects with similar nature to multiple bidder, splitting one project per bidder.**

15. Performance Security

[[Not applicable]]

16. Notification of Award and Debriefing

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

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation addressed to:	Otjozondjupa Regional Council: P.O. Box 1682 22 Henk Willems Street
Procurement Reference Number:	W/RFQ/OTRCED-13/2025/2026
Subject matter of Procurement:	CONSTRUCTION OF A TOILET BLOCKS AT FIVE RAND PROJECT SECONDARY SCHOOL

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

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

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

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

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

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

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

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

Quotation Authorised by:

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

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

Date:

Procurement Ref No.: W/RFQ/OTRCED-13/2025/2026

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of.....
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2007 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 at **FIVE RAND PROJECT SECONDARY SCHOOL**

.....

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 IV: BILL OF QUANTITY

Procurement Reference Number: _____

Item No	Brief Description of Works	Qty	Unit	Unit Price (N\$) E	Total Price (N\$) F
A*	B*	C*	D*	E	F
	BILL NO 1 – Ordinary Excavations				
1	<u>Excavation in earth not Exceeding 1m Deep.</u> Trenches and Holes	26	m ³		
2.	<u>Extra All over Trench and Hole Excavation in Earth</u> Soft Rock	13	m ³		
3	<u>Hard rock</u>	Rate only	m ³		
4	<u>Extra All Excavations For Spreading And Levelling</u> Surplus material from excavations and/ or stock piles on site to a dumping site as directed	6	m ³		
5	<u>Earth Filling Obtained From The Excavations</u> Backfilling to trenches, holes, etc.	15	m ³		
6	<u>Earth filling supplied by The Contractor</u> under floors, steps, paving's, etc.	17	m ³		
7	<u>Compaction of Filling</u> Extra over all filling compacted to 93% Mod AASHTO for compacting to 98% Mod AASHTO	33	m ²		
8	<u>Soil Poisoning</u> Soil insecticide under floors, paving, etc. including forming and poisoning shallow furrows against foundation walls etc., filling in furrows and ramming	66	m ²		

9	Soil insecticide to bottoms of trenches, holes, etc.	52	m ²		
	BILL NO 2 - Concrete works				
10	<u>Concrete Work (Unreinforced and Reinforced)</u> <u>Test Cubes</u> The cost of making, storing and testing of concrete test cubes as required under clause 7" Tests" of SABS 1200 G shall include the cost of providing cube moulds necessary for the purpose, for testing costs and submitting reports on the tests to the Building and Maintenance Department. The test shall be undertaken by an independent firm or institution nominated by the contractor to the approval of the Maintenance & Building Department.				
11	Making and testing 150 x150 x 150mm concrete	6	no		
	<u>20MPA/19MM</u>				
12	Footings and bases and ground beams	8	m ³		
	<u>25MPA/19MM</u>				
13	Surface beds ,slabs, aprons, paving's etc. with	11	m ³		
14	Steps, machine bases Truss bases.	1.20	m ³		
	<u>Concrete Sundries (Finishing Top Surface of Concrete Smooth</u>				

15	Surface beds, slabs, aprons, paving's, etc. with	66	m ²		
	<u>Form Work (Rough Formwork To Sides</u>				
16	Inverted beams, edges, risers, ends and reveals exceeding 300mm high or wide	6	m ²		
17	<u>Movement Joints etc (Two Layers of 250 Micro Damp Proof Membrane in horizontal slip joints on top of brick walls below beams or slabs including 10mm smooth plaster to top of wall)</u>				
18	Slip joint not exceeding 300mm wide	36	m		
	<u>Expansion Joints with 10mm thick closed cell polyethylene between vertical concrete and or brick surfaces</u>				
19	Slip joint not exceeding 300mm wide	9	m		
	BILL NO 3 - Brick Works Foundations (Masonry) <u>Brick work of 7MPA Cement Bricks in class 1 Mortar</u>				
20	Half brick wall	18	m ²		
21	One brick wall	26	m ²		
	<u>Brick work in Superstructure</u> <u>Brickwork of 7MPA Cement Bricks in Class 1 Mortar</u>				
22	Half brick wall	32	m ²		
23	One brick wall	84	m ²		

24	Half brick wall in beam filling	4			
25	One brick wall in beam filling	6	m ²		
	<u>Brickwork Sundries</u>				
26	Extra over for building to fair face including bagging walls with a thin cement slurry to fill up all irregularities and flushing up joints and ruling horizontal joints	133	m ²		
	<u>Galvanised brick reinforcement</u>				
27	75mm Wide reinforcement built in horizontally(extra for brick lintels or bands)	128	m		
28	150mm Wide reinforcement built in horizontally(extra for brick lintels or bands)	324	m		
	<u>Pre-stressed prefabricated lintels</u>				
29	105 X 75mm Lintels in lengths not exceeding 3m	24	m		
	<u>Waterproofing (Damp-Proofing of Walls and Floors)</u>				
30	In walls(110mm and 220mm wide)	110	m ²		
	<u>Vermin proof air bricks and vents including forming opening in wall and rendering smooth all round in cement mortar</u>				
31	225 X 150mm Galvanised vermin proof air vent	6	no		
	<u>Face Brickwork</u>				

32	Extra over for brick-on- end header course sloping sill	4	m ²		
	<u>BILL NO 4 – Roof Covering profiled metal roof sheeting and Accessories</u>				
	0.58mm'IBR'Profile full hard Galvanised (Z275 Spelter) steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufacturer's instructions				
33	Roof sheeting in single length sheets	86	m ²		
34	Ridge capping	10.4	m		
35	Standard narrow and broad flute closers	34	m		
	<u>Roof and Wall Insulation('Sisalation' or other equal and approved double –sided glass fibre reinforced aluminium foil bonded insulation)</u>				
36	Type FR405 medium duty Insulation laid taut over purlins(at approximately 1300mm centres) and fixed concurrent with roof covering including galvanised steel straining wires	66	m ²		
	<u>Sheet metal Flashing , Linings and Copings(1mm Galvanised sheet iron)</u>				
	<u>Metal Ceilings 0.5mm'IBR'Profile full hard Galvanised (Z275 Spelter) steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufacturer's instructions (</u>				
37	Ceilings in single length sheets fixed horizontally to underside of steel purlins (elsewhere measured)	58	m ²		
38	Extra over ceiling for trap door size 600 X 600mm, the opening formed of 40X 40 X 0.8mm galvanised sheet metal angle frame all round mitred and pop-riveted to profiled metal ceiling	1	m ²		

	and 50 X 50 X 3mm mild steel angle frame all round mitred and welded together and to steel bracing, the trap door formed of IBR profiled metal sheeting with 40 X 40 X 0.8mm galvanised sheet metal angle frame all round mitred and pop-riveted to profiled metal ceiling				
39	Trusses exceeding 6m and not exceeding 8m span	201	kg		
40	Base or anchor plates	6.00	kg		
41	12mm U-shaped anchor bolt 750mm girth cast into top of concrete	6.00	no		
42	Lipped channel section purlins	417	kg		
43	Lipped channel section ceiling rails	192.00	kg		
44	50 x 50 x 5mm Angle iron edge protection in various lengths with and including 3 x 25mm flat section bent lugs each girth welded on at maximum 300mm centres including embedding in concrete	45.96	kg		
	BILL NO 5 - Metal works(Mild steel windows and Doors)				
45	Window type NE2 size 1022 X 654mm high	6	no		
	<u>Pressed Steel Combination Doors and Frames</u> <u>(Combination single panel Chawl type doors with 1,2mm rebated door frames to suit half brick walls</u>				
46	Frame with door size 762 X 2032mm high with pediatch, Chawl door 1.6mm thick 110mm walls	7	no		
	Combination single panel Chawl type doors with 1,2mm rebated door frames to suit one brick walls				

47	Chawl door 1.6mm thick size 813 X 2032mm high with three lever lockset and chromium plated furniture in 220mm wall. BILL NO 6 - Plaster works	5	no		
	External plaster				
48	Walls	69	m ²		
49	Narrow widths	7	m ²		
	Internal plaster				
50	Walls	242	m ²		
51	Narrow widths	7	m ²		
	WALL TILINGS 200 x 200 x 5mm White glazed ceramic wall tiles to:				
52	On Walls	8	m ²		
53	On Floors and landings	52.6	m ²		
54	Skirting 100mm high	36.6	m		
55	Chromium plated toilet roll holder	9	no		
56	Bull nosed tiling edge or corner strip suitable for 10mm tiles(Natural anodised aluminium tiling edge strips)	36.6	m		
	BILL NO 7 - Plumbing works				

	White vitreous china or glazed fireclay				
57	Vaal potteries basin size 560 x 405mm with two tap holes bolted to walls(CODE: 0112) Springbok	6	no		
58	Vaal potteries vitreous china "Carlton" wall –mounted jet action urinal (code: 7055) with integral trap, size 480 x 705 x 295mm deep. Supplied with two hanger brackets (code: 8127) F.M. 8-20 flush pipe connector, F.J.5-1 outlet flange with rubber seal and cp bolts and F.J.C.5-2 trap drain plug.	2	no		
59	40mm Bottle trap including tailpipe and wall flange	8	no		
60	20mm Brass full way gate valves	2	no		
61	32mm Brass full way gate valve	1	no		
62	32mm Basin waste , 1/1/4 Anti-theft plug with spindle (code:309),stay and backnut (No.301) chromium plated	6	no		
63	Spazio No 2 plumbing kit complete with waste fittings	2	no		
64	Vaal potteries vitreous china "protea Din"90° outlet wash down pan (code: 750611) and matching 9 litre duranite cistern(DUCT) complete with remote control , fitments, and heavy duty double flap and seat fixed to wall and floor	8	no		
65	20mm Hose bib tap with lock shield , loose key and hose union	2	no		
66	Cobra 1/2"Angle regulating valve, with 350mm long service connection , chrome plated (232/350 or code: 711 schlosser)	18			
67	15mm Raised nose pillar tap	12	no		
68	20mm Hose bib tap with hose union	2	no		

69	40mm HDPE class 12 type 1v water pipes laid in ground in trenches not less than 600mm deep, including excavations, backfilling etc.	50	m		
70	40mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc.)	5	no		
71	15mm copper pipe class -o fixed or chased into walls	22	m		
72	22mm copper pipe class-o fixed or chased into walls	28	m		
73	15mm fittings (elbows, tees, reducing tees, adaptor couplings, etc.)	30	no		
74	22mm fittings(elbows, tees, reducing tees, adaptor couplings, etc.	24	no		
75	40mm PVC pipe fixed or chased into walls	18	m		
76	110mm uPVC pipes laid in ground under solid floors	60	m		
77	40mm bend plain	10	no		
78	40mm access bend	8	no		
79	110mm access bend with vent horn	12	no		
80	40mm plain junction	4	no		
81	110mm bent pan connector	5	no		
82	110mm plain bend	12	no		
83	110mm plain junction	12	no		
84	110mm gulley P-trap not exceeding 1m deep	1	no		
85	110mm Overflow gulley head	1	no		
86	110mm Two-way vent valves	2	no		

87	Excavate for and build inspection chamber size 900 x 600mm internally and not exceeding 500mm deep to invert	1	no		
88	Silver anodised aluminium door stop with rubber buffer fixed to floor	7	no		
89	32mm Rubber door stop fixed to wall	2	no		
90	Heavy duty brass fanlight catch and keep	2	no		
91	Chromium plated toilet roll holder	8	no		
92	120 x 120mm Natural anodised aluminium plate with male	1	no		
93	120 x 120mm Natural anodised aluminium plate with female	1	no		
94	120 x 120mm Natural anodised aluminium plate with male or Female	1	no		
95	120 x 120mm Natural anodised aluminium plate with disable symbol	1	no		
96	32mm polished stainless steel rear cistern grab rail	1	no		
97	32mm polished stainless steel rear flush valve grab rail	1	no		
98	20mm Hose bib tap with lock shield , loose key and hose union	2	no		
99	Vaal potteries vitreous china "protea" paraplegic w.c. suite comprising wash down pan,(code:750200) and matching 9 litre cistern (code: 710536) complete with lid and fitments , ,purpose made C.P. side flush lever mounted on wall adjacent to cistern (left or right).Bottom inlet water supply must be on same side as flush lever , flush pipe and heavy duty double flap and seat fixed to wall and floor	1	no		

	BILL NO.8 Glazing To Steel With Putty and Interlocking				
	<u>Interlocking paving road stones types SF 35MPa laid on and including 20mm cleans sand bed to falls and currents, including all cutting and waste.</u>				
100	60mm interlocking road stones in paving to roads, paving's, etc.	5.4	m ²		
	4mm common obscure glass				
101	Panes exceeding's 0.5m ² and not exceeding 2m ²	5.76	m ²		
	BILL NO 9 - Paint works				
102	On external smooth plastered walls	176	m ²		
103	On internal smooth plastered walls	115	m ²		
104	On door frames	8	m ²		
105	On Window frames with burglar bars (both sides)	8	m ²		
106	On Flush doors	7	m ²		
107	On exposed trusses	32.	m ²		
108	On rail bars, pipes not exceeding 300mm	12	m		
109	On profiled roof flashings	9.94	m ²		
110	On exposed truss members, purlins, etc	8	m ²		
111	On underside of profiled roof sheeting and ceilings (measured on flat to ceiling area)	70	m ²		
112	Cleaning up and removing rubbish, debris, vegetation, hedges, and shrubs to dumping site.	130	m ³		

	BILL NO.10-Electrical works				
113	Trenches and holes in earth	20	m ³		
114	Back filling to trenches and holes	20	m ³		
115	Chasing in 20-25 pipes	32	m		
116	Cement plaster and painting in chasing of flush installations	32	m		
117	Cast in concrete , surface bed 20mm PVC pipes	66	m		
118	laid in ground 50mm diameters pipes	4	m		
119	Fixed in dry 50mm diameter pipes	2	m		
120	PVC wires 1.5mm ²	258	m		
121	Bare copper wires 1.5mm ²	100	m		
123	Bare copper wires 6mm ²	100	m		
124	Termination of 10mm ² underground cable	2	no		
125	16 Amp switches 1 lever 1 way flush with cover	4	no		
126	Galvanised wall boxes 100 x 50mm	4	no		
127	60mm PVC Draw boxes	12	no		
128	Single pole 1-10Amp (Heinemann)	2	no		
129	Single pole 40-60Amp(Heinemann)	1	no		
130	Round bulk head lamp holder 100W ES fittings	8	no		
131	Energy saving bulbs 14 W	7	no		
132	Earthing of metal roof with 50mm ² copper wires in 25mm Conduit connected to 1.5m earth spike	2	no		

133	Indoor distribution board "SKO"	1	no	
134	Labelling of single phase DB	1	no	
135	Wiring single –phase DB to standard	1	No	
136	Disconnecting , remove , reinstall and reconnect cable at single phase distribution board	1	no	
Total				
VAT 15%				
Sub-Total				
Contingencies 5%				
Grand Total				

Procurement Reference Number: _____

Priced Activity Schedule Authorised By:

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

SECTION III: STATEMENT OF REQUIREMENTS

TECHNICAL SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

A. SCOPE

This Specification covers the requirements to construct three classroom blocks with storeroom

STANDARD SPECIFICATIONS

The following Standard Specifications form part of this Specification when reference is Made thereto. The Contractor must therefore, keep himself fully up to date on the latest Addition of these Standard Specifications.

SANS 0142	the code of practice for the wiring of premises
SANS 1125	room Air conditioner
SANS 0147	refrigeration systems including plants associated with air conditioning system
SANS 10400	national building regulations
SANS 1058	concrete paving blocks.
SANS 10100	code of practice for structural use of concrete
SANS 10163	the structural use of timber
SANS 10162	the structural use of steel
SOSHACT	machinery and occupational health and safety act
SANS 1424	filters for air conditioning and general ventilation.
SANS 1200	general (small works)
SANS 10164	the structural use of masonry
	Factories, machineries factories and building works ordinance
	And building Act 1952 and regulations

B. DRAWINGS

Not Applicable

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[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]

Procurement Reference Number: _____

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	BILL NO 1 – Ordinary Excavations		
	<u>Excavation in earth not Exceeding 1m Deep.</u> Trenches and Holes		
	<u>Extra All over Trench and Hole Excavation in Earth</u> Soft Rock		
	Hard rock		
	<u>Extra All Excavations For Spreading And Levelling</u> Surplus material from excavations and/ or stock piles on site to a dumping site as directed		
	<u>Earth Filling Obtained From The Excavations</u> Backfilling to trenches, holes, etc.		
	<u>Earth filling supplied by The Contractor</u> under floors, steps, paving's, etc.		
	<u>Compaction of Filling</u> Extra over all filling compacted to 93% Mod AASHTO for compacting to 98% Mod AASHTO		
	<u>Soil Poisoning</u> Soil insecticide under floors, paving, etc. including forming and poisoning shallow furrows against foundation walls etc., filling in furrows and ramming		
	Soil insecticide to bottoms of trenches, holes, etc.		
	BILL NO 2 - Concrete works		
	<u>Concrete Work (Unreinforced and Reinforced)</u> <u>Test Cubes</u> The cost of making, storing and testing of concrete test cubes as required under clause 7" Tests" of SABS 1200 G shall include the cost of		

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>
	providing cube moulds necessary for the purpose, for testing costs and submitting reports on the tests to the Building and Maintenance Department. The test shall be undertaken by an independent firm or institution nominated by the contractor to the approval of the Maintenance & Building Department.		
	Making and testing 150 x150 x 150mm concrete		
	<u>20MPA/19MM</u>		
	Footings and bases and ground beams		
	<u>25MPA/19MM</u>		
	Surface beds ,slabs, aprons, paving's etc. with		
	Steps, machine bases Truss bases.		
	<u>Concrete Sundries(Finishing Top Surface of Concrete Smooth</u>		
	Surface beds, slabs, aprons, paving's, etc. with		
	<u>Form Work (Rough Formwork To Sides</u>		
	Inverted beams, edges, risers, ends and reveals exceeding 300mm high or wide		
	<u>Movement Joints etc (Two Layers of 250 Micro Damp Proof Membrane in horizontal slip joints on top of brick walls below beams or slabs including 10mm smooth plaster to top of wall)</u>		
	Slip joint not exceeding 300mm wide		
	<u>Expansion Joints with 10mm thick closed cell polyethylene between vertical concrete and or brick surfaces</u>		
	Slip joint not exceeding 300mm wide		
	BILL NO 3 - Brick works Foundations (Masonry) Brick work of 7MPA Cement Bricks in class 1		

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>
	Mortar		
	Half brick wall		
	One brick wall		
	<u>Brick work in Superstructure</u> <u>Brickwork of 7MPa Cement Bricks in Class</u> <u>Π Mortar</u>		
	Half brick wall		
	One brick wall		
	Half brick wall in beam filling		
	One brick wall in beam filling		
	<u>Brickwork Sundries</u>		
	Extra over for building to fair face including bagging walls with a thin cement slurry to fill up all irregularities and flushing up joints and ruling horizontal joints		
	<u>Galvanised brick reinforcement</u>		
	75mm Wide reinforcement built in horizontally(extra for brick lintels or bands)		
	150mm Wide reinforcement built in horizontally(extra for brick lintels or bands)		
	<u>Pre-stressed prefabricated lintels</u>		
	105 X 75mm Lintels in lengths not exceeding 3m		
	<u>Waterproofing (Damp-Proofing of Walls and Floors)</u>		
	In walls(110mm and 220mm wide)		
	<u>Vermin proof air bricks and vents including forming opening in wall and rendering smooth all round in cement mortar</u>		
	225 X 150mm Galvanised vermin proof air vent		
	<u>Face Brickwork</u>		
	Extra over for brick-on- end header course sloping sill		
	<u>BILL NO 4 – Roof Covering profiled metal roof sheeting and Accessories</u>		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	0.58mm'IBR'Profile full hard Galvanised (Z275 Spelter) steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufacturer's instructions		
	Roof sheeting in single length sheets		
	Ridge capping		
	Standard narrow and broad flute closers		
	<u>Roof and Wall Insulation('Sisalation' or other equal and approved double –sided glass fibre reinforced aluminium foil bonded insulation)</u>		
	Type FR405 medium duty Insulation laid taut over purlins(at approximately 1300mm centres) and fixed concurrent with roof covering including galvanised steel straining wires		
	<u>Sheet metal Flashing , Linings and Copings(1mm Galvanised sheet iron)</u>		
	Metal Ceilings 0.5mm'IBR'Profile full hard Galvanised (Z275 Spelter) steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufacturer's instructions (		
	Ceilings in single length sheets fixed horizontally to underside of steel purlins (elsewhere measured)		
	Extra over ceiling for trap door size 600 X 600mm, the opening formed of 40X 40 X 0.8mm galvanised sheet metal angle frame all round mitred and pop-riveted to profiled metal ceiling and 50 X 50 X 3mm mild steel angle frame all round mitred and welded together and to steel banding, the trap door formed of IBR profiled metal sheeting with 40 X 40 X 0.8mm galvanised sheet metal angle frame all round mitred and pop-riveted to profiled metal ceiling		
	Trusses exceeding 6m and not exceeding 8m span		
	Base or anchor plates		
	12mm U-shaped anchor bolt 750mm girth cast into top of concrete		
	Lipped channel section purlins		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Lipped channel section ceiling rails		
	50 x 50 x 5mm Angle iron edge protection in various lengths with and including 3 x 25mm flat section bent lugs each girth welded on at maximum 300mm centres including embedding in concrete		
	BILL NO 5 - Metal works(Mild steel windows and Doors)		
	Window type NE2 size 1022 X 654mm high		
	<u>Pressed Steel Combination Doors and Frames (Combination single panel Chawl type doors with 1,2mm rebated door frames to suit half brick walls</u>		
	Frame with door size 762 X 2032mm high with pediatch, Chawl door 1.6mm thick 110mm walls		
	Combination single panel Chawl type doors with 1,2mm rebated door frames to suit one brick walls		
	Chawl door 1.6mm thick size 813 X 2032mm high with three lever lockset and chromium plated furniture in 220mm wall.		
	BILL NO 6 - Plaster works		
	External plaster		
	Walls		
	Narrow widths		
	Internal plaster		
	Walls		
	Narrow widths		
	WALL TILINGS 200 x 200 x 5mm White glazed ceramic wall tiles to:		
	On Walls		
	On Floors and landings		
	Skirting 100mm high		
	Chromium plated toilet roll holder		

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>
	Bull nosed tiling edge or corner strip suitable for 10mm tiles(Natural anodised aluminium tiling edge strips)		
	BILL NO 7 - Plumbing works		
	White vitreous china or glazed fireclay		
	Vaal potteries basin size 560 x 405mm with two tap holes bolted to walls(CODE: 0112) Springbok		
	Vaal potteries vitreous china "Carlton" wall – mounted jet action urinal (code: 7055) with integral trap, size 480 x 705 x 295mm deep. Supplied with two hanger brackets (code: 8127) F.M. 8-20 flush pipe connector, F.J.5-1 outlet flange with rubber seal and c.p bolts and F.J.C.5-2 trap drain plug.		
	40mm Bottle trap including tailpipe and wall flange		
	20mm Brass full way gate valves		
	32mm Brass full way gate valve		
	32mm Basin waste , 1/1/4 Anti-theft plug with spindle (code:309),stay and backnut (No.301) chromium plated		
	Spazio No 2 plumbing kit complete with waste fittings		
	Vaal potteries vitreous china "protea Din"90° outlet wash down pan (code: 750611) and matching 9 litre duranite cistern(DUCT) complete with remote control , fitments, and heavy duty double flap and seat fixed to wall and floor		
	20mm Hose bib tap with lock shield , loose key and hose union		
	Cobra 1/2"Ängle regulating valve, with 350mm long service connection , chrome plated (232/350 or code: 711 schlosser)		
	15mm Raised nose pillar tap		
	20mm Hose bib tap with hose union		
	40mm HDPE class 12 type 1v water pipes laid in ground in trenches not less than 600mm deep, including excavations , backfilling etc.		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	40mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc.)		
	15mm copper pipe class -o fixed or chased into walls		
	22mm copper pipe class-o fixed or chased into walls		
	15mm fittings (elbows, tees, reducing tees, adaptor couplings, etc.)		
	22mm fittings(elbows, tees, reducing tees, adaptor couplings, etc.		
	40mm PVC pipe fixed or chased into walls		
	110mm uPVC pipes laid in ground under solid floors		
	40mm bend plain		
	40mm access bend		
	110mm access bend with vent horn		
	40mm plain junction		
	110mm bent pan connector		
	110mm plain bend		
	110mm plain junction		
	110mm gulley P-trap not exceeding 1m deep		
	110mm Overflow gulley head		
	110mm Two-way vent valves		
	Excavate for and build inspection chamber size 900 x 600mm internally and not exceeding 500mm deep to invert		
	Silver anodised aluminium door stop with rubber buffer fixed to floor		
	32mm Rubber door stop fixed to wall		
	Heavy duty brass fanlight catch and keep		
	Chromium plated toilet roll holder		
	120 x 120mm Natural anodised aluminium plate with male		
	120 x 120mm Natural anodised aluminium plate with female		

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>
	120 x 120mm Natural anodised aluminium plate with male or Female		
	120 x 120mm Natural anodised aluminium plate with disable symbol		
	32mm polished stainless steel rear cistern grab rail		
	32mm polished stainless steel rear flush valve grab rail		
	20mm Hose bib tap with lock shield , loose key and hose union		
	Vaal potteries vitreous china "protea" paraplegic w.c. suite comprising wash down pan,(code:750200) and matching 9 litre cistern (code: 710536) complete with lid and fitments , ,purpose made C.P. side flush lever mounted on wall adjacent to cistern (left or right).Bottom inlet water supply must be on same side as flush lever , flush pipe and heavy duty double flap and seat fixed to wall and floor		
	BILL NO.8 Glazing To Steel With Putty and Interlocking		
	<u>Interlocking paving road stones types SF 35MPa laid on and including 20mm cleans sand bed to falls and currents, including all cutting and waste.</u>		
	60mm interlocking road stones in paving to roads, paving's, etc.		
	4mm common obscure glass		
	Panes exceeding's 0.5m ² and not exceeding 2m ²		
	BILL NO 9 - Paint works		
	On external smooth plastered walls		
	On internal smooth plastered walls		
	On door frames		
	On Window frames with burglar bars (both sides)		
	On Flush doors		
	On exposed trusses		
	On rail bars, pipes not exceeding 300mm		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	On profiled roof flashings		
	On exposed truss members, purlins, etc		
	On underside of profiled roof sheeting and ceilings (measured on flat to ceiling area)		
	Cleaning up and removing rubbish, debris, vegetation, hedges, and shrubs to dumping site.		
	BILL NO.10-Electrical works		
	Trenches and holes in earth		
	Back filling to trenches and holes		
	Chasing in 20-25 pipes		
	Cement plaster and painting in chasing of flush installations		
	Cast in concrete , surface bed 20mm PVC pipes		
	laid in ground 50mm diameters pipes		
	Fixed in dry 50mm diameter pipes		
	PVC wires 1.5mm ²		
	Bare copper wires 1.5mm ²		
	Bare copper wires 6mm ²		
	Termination of 10mm ² underground cable		
	16 Amp switches 1 lever 1 way flush with cover		
	Galvanised wall boxes 100 x 50mm		
	60mm PVC Draw boxes		
	Single pole 1-10Amp (Heinemann)		
	Single pole 40-60Amp(Heinemann)		
	Round bulk head lamp holder 100W ES fittings		
	Energy saving bulbs 14 W		
	Earthing of metal roof with 50mm ² copper wires in 25mm Conduit connected to 1.5m earth spike		
	Indoor distribution board "SKO"		
	Labelling of single phase DB		

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>
	Wiring single –phase DB to standard		
	Disconnecting , remove , reinstall and reconnect cable at single phase distribution board		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of works (Ref. **W/RFQ/OTRCED-13/2025/2026**) available on the website of the Public Entity (<https://otjozondjuparc.gov.na>) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Otjozondjupa Regional Council: Directorate of Education Arts & Culture P.O. Box 1682; Otjiwarongo 22 Henk Willems Street
Intended Completion Date GCC	The intended completion date is: as per contract (120 days)
Project Manager GCC 1.1(y)	The Project Manager is: Mr. J. Uusiku
Site GCC 1.1(aa)	The Site is located at FIVE RAND PROJECT SECONDARY SCHOOL
Start Date GCC 1.1(dd)	The Start Date shall be: 14 days after signing of Contract Agreement
The Works GCC 1.1(hh)	The Works consist of: Construction of a toilet blocks at five rand project secondary school.
Interpretation GCC 2.2	The project will be completed in the following sections: As a whole once off project. NB! Contingencies to be claimed must be verified and certified correct by the Works Inspector with a Quotation and submit to the Procurement Committee for recommendation. Works will only be executed after the approval by the Accounting Officer
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	The Project Manager may delegate his/her duties.

GCC Clause Reference	Special Conditions
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be: Mr J. Uusiku Email: junias.uusiku@gmail.com For the Bidder, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
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 Bidder and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: N/A (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the Bidder intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the Bidder in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: (i) of the Bidder's employees: N/A (ii) of other people: N/A (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Bidder shall choose to take the insurance covers indicated above as separate covers or a combination of the Bidder's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the Bidder.
Site Data GCC 14.1	The site is <i>Located at Five Rand Project Secondary School</i>
Possession of the Site GCC 20.1	The Site Possession Date shall be: 14 days after signing of contract agreement
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Bidder in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by

GCC Clause Reference	Special Conditions
	amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 3 Days from the date of the Letter of Acceptance or issue of Award letter.
GCC 25.3	Program updates shall be required monthly.
Defects Liability Period GCC 33.1	The Defects Liability Period is: Twelve months (12) after completion date.
Payment Certificates GCC 39.7	“Payment shall be made 3 portions during progress of the estimated value of the work executed shall be submitted to the Works Inspector. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”. 10% of the amount shall be retained on part payments.
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 Acceptance of award letter (b) Purchase Order; (c) Payment certificate; (d) Site hand over certificate and (e) Certificate of Completion of the Works
Adverse weather Conditions GCC 41.1 (I)	Any Delay caused by weather condition must be communicated to the Employer
Price Adjustment GCC 44.	The Contract not subject to price adjustment.
Retention GCC 45.	(i) 5% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.* Retention period of 12 months after taking over of the building
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are: N/A
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N\$ 0.00
Advance Payment GCC 48.1	(i) No advance payment shall be made

GCC Clause Reference	Special Conditions
Performance Security GCC 49.1	(i) No Performance Security is required however; the bidder should submit a letter of intent from a local banking institution.
GCC 56.1	“As built” drawings or operating and maintenance manuals not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 10%

Contract Agreement

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

THIS CONTRACT AGREEMENT is made

The,.....day of,.....month,.....year.

BETWEEN

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

For and on behalf of the Purchaser

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

For and on behalf of the Supplier

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/OTRCED-13/2025/2026

Description	Attached	Not Attached
A valid certificate of good standing with the Receiver of Revenue indicating VAT registrations status;		
A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;		
A valid Affirmative Action Compliance Certificate issued under section 41 of the Affirmative Action (Employment) Act,1998 (Act No. 29 of 1998), or exemption issued in terms of Section 42 of that Act; proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in that Act,		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007) and;		
A valid; (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;		
(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;		
(iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;		
(iv) Partnership agreement in the case of a partnership,		
(v) a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor (i-iv) Not applicable to sole proprietor.		
Signed Bid-securing Declaration.		
Quotation Letter completed in full and signed by the person authorized to the bid		

Section IV; Priced Activity Schedule/Bill of Quantity is completed in full without any material deviation, all lines items are costed in full and signed by the authorised person to submit the bid.		
Section V; Specifications and Compliance Sheet is completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all lines items.		
Practical Completion Certificates and Reference letters with contact details of clients who may be contacted for further information on those contracts is attached		
Documentary evidence that the bidder does not have any conflict of interest with other bidders or the Ministry is attached.		
The detailed preliminary work program/schedule with volumes and milestones is attached.		
Qualifications and proof of experience (Trade Diploma/Certificate and 3 years' experience of key site management and technical personnel (Site Manager and Site Foreman) proposed for the Contract is 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.