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Otjozondjupa Regional Council



P.O. Box 1682
Otjiwarongo
NAMIBIA

BIDDING DOCUMENT

FOR

PROCUREMENT OF WORKS

PROCUREMENT REFERENCE NUMBER: W/RFQ/OTRCED-18/2025/2026

PROCUREMENT DESCRIPTION:

Repair damaged wall at Brown Building

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 28th January 2026 @ 10h00

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



Otjozondjupa Regional Council



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Letter of Invitation

Bidder's name

Contact number

Procurement Reference Number: W/RFQ/OTRCED-18/2025/2026

Dear Sir/Madam,

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

Repair damaged wall at Brown Building

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

MRS. SMK. TUAHUKU

HEAD: PROCUREMENT MANAGEMENT UNIT.

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Otjozondjupa Regional Council* reserves the right:

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

2. Preparation of Quotations

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

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

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

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 **20th January 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.	
2	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 Regional Council'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.

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-18/2025/2026
Subject matter of Procurement:	Repair damaged wall at Brown Building

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-18/2025/2026

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 **Otjozondjupa Regional Council, Brown Building**

.....

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\$)	Total Price (N\$)
A*	B*		C*	D*	E	F
1	Extra over for building to fair face including bagging wall and flushing up vertical joints and ruling horizontal joints		54	m2		
2	One brick wall		54	m2		
3	15 x 150mm Natural fibre cement window sills set flat and slightly projecting		4	m		
4	Scaffolding to the external face of double storey building		36	m		
				Total		
				VAT 15%		
				Sub-Total		
				Contingencies 5%		
				Grand Total		

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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Extra over for building to fair face including bagging wall and flushing up vertical joints and ruling horizontal joints		
2	One brick wall		
3	15 x 150mm Natural fibrecement window sills set flat and slightly projecting		
4	Scaffolding to the external face of double storey building		

* 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-18/2025/2026**) available on the website of the Public Entity (<https://otjonzondjuparc.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 Otjiwarongo
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: Repair Damaged wall at Brown Building
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 Otjozondjupa Regional Council (Brown Building)</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-18/2025/2026

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.