



PROCUREMENT MANAGEMENT UNIT
For the
Oranjemund Town Council

☒ P.O Box 178 – Corner of 8th Avenue & 12th Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500
Fax: (+264) 63 233 501 – E-mail: procurement@ormdtc.com.na – Website: www.oranjemund-tc.com

BIDDING DOCUMENTS

Issued on: 12/01/2023

REQUEST FOR SEALED QUOTATION
SUPPLY AND INSTALLATION OF FIVE (5)
PREFABRICATED (CONCRETE/STEEL/WOODEN) HOUSING UNITS
IN ORANJEMUND
FREE

Procurement Reference No: **W/RFQ/ORTC-13/2022/23**
Closing date & Time: **Friday, 10th February 2023 at 14h00**

PARTICULARS OF BIDDER

Business Name :

Postal Address:

Telephone and Cell No:

Contact Person:

E-Mail Address:

Total Bid Price .:

INFORMATION TO THE BIDDERS:

Bidders shall enclose **One (1) Bidding document** with all necessary supporting documents in a single sealed envelope with the Procurement Reference Number **“W/RFQ/ORTC-13/2022/23”**. The inner and outer of the envelope shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Oranjemund Town Council, corner of 8th Avenue and 12th Street, on or before **Friday, 10th February 2023 at 14h00**.

Steyn Simasiku
PROCUREMENT MANAGEMENT UNIT



Oranjemund Town Council

C/o 8th and 12th Avenue, Box 178, Oranjemund | Tel: +264 63 233 500 Fax: +264 63 233501

Letter of Invitation

To: (Name of bidder)

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

Thursday, 12 January 2023

Dear Sir/Madam,

W/RFQ/ORTC-13/2022/23: - Supply and installation of five (5) prefabricated (concrete/steel/wooden) housing units in Oranjemund

The Oranjemund Town Council invites you to submit your best quote for the works described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to:

Festus Nekayi

Manager: Infrastructure, Planning and Technical Services

Oranjemund Town Council

Email address: festus.nekayi@ormdtc.com.na

Tel: 063 233 500

Cell: 081 287 0417

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

Yours faithfully,

.....

Steyn Simasiku

HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Oranjemund Town Council

The Oranjemund Town Council reserves the right:

- (a) to allocate and/or 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 attachments** as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **120 days** from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit the following mandatory documents are in terms of the Public Procurement Act 15 of 2015 as well as Public Procurement Regulations and shall be included in the bidding documents. Failure will result in disqualification of the bid.

- (a) *Have an originally certified copy of valid company Registration Certificate;*
- (b) *Have a certified copy or an Original Valid Good Standing Tax Certificate of Good Standing for Bidding Purposes, issued by NAMRA;*
- (c) *Have an originally certified copy or an original valid good standing Social Security Certificate;*
- (d) *must submit a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;*
- (e) *An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;*

- (f) *Have a certified copy of a valid Business Registration or Fitness Certificate with any Local Authority in Namibia.*

In addition to the eligibility criteria listed above, the following criteria shall apply;

Technical Compliance

The Request for Quotations will be evaluated in terms of technical compliance with the Specifications, Drawings, and Bill of Quantities. Non-compliance will result in disqualification of the bid.

Details of Evaluation Markings		
Criteria	Scoring	Max Marks
Relevant Experience in similar building construction projects.	2 x projects = 30 marks	30
Relevant Staff / Team Competency	Qualified personnel = 20 marks	20
Proof of mandatory tools, machinery and equipment	Attached = 10 marks	10
Financial resources (Startup capital)	Adequacy = 10 marks	10
Methodology in which the contractor will carry out the Job	Technical Proposal = 20 marks	20
Preliminary Construction Program (Bar chart)	Attached = 5 Marks	10
TOTAL MARKS - (TECHNICAL)		100

The **minimum pass mark** for the Technical Evaluation shall be **70** and only those quotations having scored the minimum pass marks shall be retained for financial evaluation etc. Bids having scored less than the pass marks shall not be evaluated further.

Two Step Evaluation Process considering both Technical and Financial weighted scoring will then follow. Evaluation of the Quotation will consider, in addition to the **quotation/labour price**, the following additional evaluation criteria in order of their importance and their proportional weight in the total system of evaluation, the procedure of determining the bid offering the best economic advantage will be conducted as follows:

The Unit/Committee to evaluate the quotations using a weighted evaluation scoring method as follows:

Priority	Name of criteria	Proportional value in %
i	Total Technical Score	70
ii	Bid Price	30
iii	Sum Total (I+II)	100

- a) The Unit/Committee to determine weighted score for technical component as follows:

Illustration using an example of a bidder scoring 75 on Technical Score

Total Technical Score (Out of 100)	Total Weighted Score [(Total Tech. Score / 100) * 10]	50% of Total Weighted Score
75	7.5 [(75/100)*10]	3.75 [7.5*50%]

b) The Unit/Committee to evaluate Quotation Price and scoring as follows; For the normalization of the cost value the following formula is to be applied (Note: the lower the cost the higher the scores):

$$\frac{\text{The lowest cost proposal} \times 10}{\text{Bid cost proposal}}$$

Bidder	Quotation Price (from lowest to highest)	Normalized cost
Bid 2	128,000.00	10
Bid 3	133,000.00	9.62
Bid 1	192,500.00	6.65

c. The Evaluation then continues by adding the technical score to the Bid Price score to determine the total bid score for these Bids.

Adequacy of Technical Proposal

Evaluation of the Bidder's Technical Proposal will include an assessment of the Bidder's technical capacity to mobilize key equipment and personnel for the contract consistent with its proposal regarding work methods, scheduling, and material sourcing in sufficient detail and fully in accordance with the requirements stipulated herein.

5. Bid-securing Declaration.

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

6. Works Completion Period

The completion period for works to be determined based on the **allocation date, signing of the contract and acceptance of the appointment**. Deviation in completion period shall be considered if such deviation is reasonable to the Oranjemund Town Council.

7. Sealing and Marking of Bids

Bids should be sealed in a **single envelope**, clearly marked with the **Procurement Reference Number and Description of the project**, addressed to the Oranjemund Town Council with the **Bidder's name at the back of the envelope**.

8. Submission of Bids

Bids should be deposited in the Bid Box located at the **Oranjemund Town Council offices, Corner of 8th Avenue and 12th Street**, not later than **10th February 2023**. Bids by post or hand delivered should reach by the same date and time at latest. Late bids will be rejected. Bids received by e-mail will not be considered.

9. Opening of Bids

Bids will be opened internally by the Oranjemund Town Council immediately after the closing time referred to in section 8 above. A record of the Bids Opening stating the name of the bidders, the amount quoted, the presence or absence of a **Bid Securing Declaration**, will be posted on the website of the Oranjemund Town Council (www.oranjemund-tc.com) and available to any bidder on request within three working days of the Opening.

10. Evaluation of Bids

The Oranjemund Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be **fixed in Namibian Dollars** as quoted. Quotations shall cover all **costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties**. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Not Applicable

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

Not applicable.

14. Award of Contract

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

15. Notification of Award and Debriefing

The Oranjemund Town Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and

the contract amount and post a notice of award on its website within 14 days. Furthermore, the Oranjemund Town Council shall attend to all requests for debriefing made in writing within fourteen (14) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation addressed to:	The Procurement Management Unit Oranjemund Town Council P.O Box 178 Oranjemund, Namibia
Procurement Reference Number:	W/RFQ/ORTC-13/2022/23
Subject matter of Procurement:	Supply and installation of five (5) prefabricated (concrete/steel/wooden) housing units in Oranjemund

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 to the forfeiture of the security amount / disqualification on the grounds mentioned in the BDS.

The validity period of our Quotation is **(120) 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 **fourteen (14) days** from date of issue of Letter of Acceptance.

Works will be completed within **the stipulated time to be agreed upon** from date of issue of Letter of acceptance.

Quotation Authorised by:

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

**Appendix to Quotation Letter
BID SECURING DECLARATION**

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

Date:

Procurement Ref No.: **W/RFQ/ORTC-13/2022/23**

To: **Oranjemund Town Council
P.O Box 178
Oranjemund
Namibia**

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:

Capacity of:

Name:

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

Dated on day of

Corporate Seal here (if available)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

The Project Specifications will cover a general description of the Works, Site, circumstances, site facilities available and aspects requiring specific attention and requirements to be met by the Service provider or Contractor.

Other Project Specifications, construction methodology and alternative building methods are to be provided by the Service Provider (Contractor), and to be agreed upon prior to the commencement of the works that will form an integral part of the Contract Document and shall be deemed to be included in and form part of the Specifications. In case of any discrepancy or conflict with any parts of the Standardised Specifications or the Drawings, the Project Specifications shall take precedence and shall govern.

The 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.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SCOPE

The scope of work to be covered during this project will include:

1. Construction of **2 x one-bedroom** houses (Refer to proposed size indicated herein)
2. Construction of **3 x two-bedroom** houses (Refer to proposed size indicated herein)

NB: Contractor may provide alternatives to the proposed sizes for consideration.

MATERIALS

Service Provider / Contractor to provide all materials required for the construction of the units.

QUALITY

Where there is a standardisation mark programme for any material, all such material supplied shall bear the official standardisation mark. **Alternative materials or equipment** proposed by the Contractor shall first be tested. The test, as well as the materials or equipment, shall be approved by the Project Manager prior to any such materials or equipment being built into the works, and all costs involved in testing shall be deemed to be included in the rates provided in the bid.

SETTING OUT OF THE WORKS

The setting out of the Works shall be carried out according to the existing boundary lines, roads and survey station pegs. All dimensions, levels and data necessary for the complete setting out of the Works will be provided on the Drawings. The Contractor shall not scale dimensions from the Drawings, but shall request from the Project Manager any information which is not clearly stated on the Drawings.

PROTECTION OF OVERHEAD AND UNDERGROUND SERVICES

Location, Protection, Damage etc.

All available information relating to known existing services and structures will be provided. Although this information is reflected as accurately as possible, all positions and levels must be taken as approximate only. At the commencement of the contract the Contractor shall verify the information on the plans.

At locations where there is a reasonable possibility of unknown underground services being present, the Contractor shall open trenches across such locations before commencing with excavations and, if services are found, these shall be plotted and thereafter be considered as 'known services'. Alternatively, the Contractor can employ a radio detection service in order to locate services. All such work is to be carried out only on the instruction of and under the direct control of the Project Manager.

All known services shall be adequately protected from damage during construction operations. The requirements of the relevant service departments relating to limits of heavy plant usage, departmental supervision etc., shall be ascertained and adhered to. Any damage to known services shall be made good at the Contractor's expense.

No pegs or stakes are to be driven into the ground in the vicinity of the underground services, particularly Electricity or Telecommunication services. Any services or structures damaged during construction shall immediately be reported to the Project Manager and as soon as possible after such damage a written report stating the exact circumstances of the occurrence shall be submitted to the Project Manager.

All practical measures shall be taken to effect immediate repairs, either by contacting the relevant authority or, where instructed by the Project Manager, the Contractor shall perform temporary repairs at own cost.

SAFETY

The Contractor is to adhere to the requirements pertained in the Occupational Health and Safety Act, the Health and Safety specification and the Contractor's approved Health and Safety plan.

GROUND AND ACCESS TO THE WORKS

The Works Construction of **one-bedroom** houses and **two-bedroom** houses are to be executed at various areas Oranjemund town. The Contractor shall liaise with the Project Manager from the Oranjemund Town council, with regard to access to the site and leaving as well as deliveries of materials.

COMPLIANCE

Prior to the commencing of the Works, The Contractor is required to prepare and submit a project programme, and the associated health and safety plans and requirements, to the Project Manager for acceptance. The project programme, health and safety plan are to consist of activities to be undertaken, health and safety plans.

Quality Control (QC) forms are to be provided by the Oranjemund Town Council, which are to be signed off by both the Contractor and Project Manager on Site, to ensure that the Works on

Site comply with the specifications. The QC forms shall incorporate the requirements of all relevant SANS 1200, project specifications and other relevant specifications. The accepted QC forms will not relieve the Contractor of any quality control and/or testing responsibilities stated in the relevant specifications.

Work done must be quantified thoroughly on site, and must be signed off by both the Contractor and the Project Manager before claims can be submitted and processed for payment.

SITE CLEARANCE

The designated site for clearing and grubbing (as defined in SABS 1200C clause 5.3 and 5.4) shall be defined as that falling within the Site boundary. Notwithstanding the above, the Contractor shall prior to any clearing and grubbing agree with the Project Manager the areas to be cleared.

DISPOSAL OF MATERIAL

Where the material obtained from clearing and grubbing can be classified as topsoil, the relevant terms of clause 5.2.1.2 of SABS 1200 D and the project specification, as applicable, shall apply. Unless otherwise indicated, material and rubble obtained from clearing and demolition shall be disposed of off-site at a landfill site selected by the Contractor and approved by the Project Manager. Disposal certificates shall be provided for each load of material disposed.

Waste generated by demolition work shall be removed from site within **fourteen (14) days** of the completion of the demolition work concerned. *NB: Burning of material on site where construction is taking place will not be permitted.*

CONSTRUCTION

1. EARTHWORKS

CLASSIFICATION FOR EXCAVATION PURPOSES

The Contractor may use any method suitable to excavate any class of material but his chosen method of excavation shall not determine the classification of the excavation. The Project Manager will decide on the classification of the materials. In the first instance the classification will be based on inspection of the material to be excavated. All material shall be considered to be **soft material** unless agreed and approved otherwise in writing with the Project Manager prior to excavation taking place.

2. CONCRETE, FORMWORK AND REINFORCEMENT (STRUCTURAL)

SCOPE

Unless the proposed alternative building option is fully agreed upon between the service provider and the Town Council, all concrete works are to be carried out in accordance with the requirements of SANS 1200 G. This includes the construction of all, foundations, chambers, thrust blocks, haunching and encasement to pipes etc.

- All in situ concrete work shall comply with the requirements of SANS 2001-CC1 supplemented by the Specification.
- Where a conflict arises between SANS 2001-CC1 and the Specification,
- the Specification shall take precedence. All materials, mixing, placing, curing and workmanship shall comply with SANS 2001- CC1.

3. MASONRY AND PLASTERING

All Brickwork and Plastering work (**where required**) are to be carried out in accordance with requirements of SANS 2001-EM1 and SANS10400 unless an alternative option is first agreed upon.

4. WATER PROOFING

Waterproofing (**where required**) to be done with a DPC 225mmx 40M (3 layers) as well as PVC Sheeting 250MIC 6x30m Black Non-SABS unless an alternative option is first agreed upon.

5. ROOFING

All roofing materials to be specified and supplied by the Service Provider (Contractor).
NB: Materials must be suitable for coastal weather conditions.

6. TILING

Unless the proposed alternative building option is fully agreed upon between the service provider and the Town Council, all tiling (**when required**) are to be carried out on instruction by the Project Manager. Ceramic or other type floor tiles, laid to client's specifications. Work to be carried out in accordance with requirements of SANS

- Allow all new concrete work and screeds to cure for at least seven (7) days before proceeding. All new concrete work and screeds must have a moisture content of 5% or less before tiling can be commenced. When tiling directly onto concrete, ensure that the surfaces are clean and free of all traces of curing agents, laitance and any other surface contaminants, preferably by scarifying.
- Any screeding must be firmly attached to the underlying concrete, must be integrally sound (no crumbling, cracking, etc) and must be of a quality and consistency suitable for tiling. All damaged, defective, deteriorated or hollow sounding areas must be removed and the floor made good before proceeding. The surface must be clean and dry and free of all traces of dust, debris, loose particles and surface contaminants.
- If the surface has been wood floated (rough) it is possible to commence tiling. However, if the surface has been steel floated (smooth, dense) it will be necessary to

first key the surface with a slurry, which is applied by block brush. Allow this slurry coat to dry for 4 – 6 hours before applying the adhesive.

7. ADHESIVE SYSTEM

- In this tiling situation it is imperative that there is a solid bed of adhesive at least 6mm thick beneath **each tile. We would recommend the use of a notched FLOOR TROWEL.**
- At no time spread more adhesive than can be tiled onto in 10 – 15 minutes. Depending on atmospheric conditions, this will normally be around 1 square metre. This prevents the adhesive from drying or “skinning” before the tiles are applied.
- Bed dry tiles (do not soak) firmly into the wet adhesive with a twisting action to ensure full contact between the background, tiles and adhesive. Tiles should be well tapped home with a rubber mallet or the wooden handle of a trowel. It is sound practice to remove the occasional tile to ensure that good contact has been achieved.
- Clean off any surplus adhesive remaining on the face of tiles and between the joints with a damp sponge before the adhesive dries.
- Joints are required to allow the individual tiles to move with respect to each other and thus avoid a compressive stress build-up. They are also required as vents for the tile adhesive to cure. The joints between these tiles must be a minimum of 3mm wide.
- Pot life of the adhesive will vary with climatic conditions. Under no circumstances should adhesive which has been left standing for too long be reconstituted by adding more liquid.
- Do not tile over structural, expansion or cold joints in the background. These joints must be extended through the various layers to the surface.

8. GROUTING

Grouting must not be carried out until sufficient bond has developed between the bedding mix and the tiles to preclude disturbance of the tiles during the grouting operation. Allow a minimum of 4 hours before grouting.

ADDITIONAL REQUIREMENTS

SPECIFICATIONS:

All specifications related to the **prefabricated (concrete / steel / wooden)** housing units to be erected must be provided by the Service Provider / Contractor and must indicate all characteristics such as durability, construction assessments done and certification in relation to the house construction best practices. Other information such as **insurance covers, bank financing etc** must also be provided.

GUARANTEE:

A **one (1) year** guarantee on **roof structure, ceilings and flooring**. The service provider shall repair all defects at own cost. A letter of commitment or bank guarantee will be required.

NB: The guarantee does not include and will not be construed to cover structural damage as a result of disaster, misuse, abuse or any non-authorized modification of the structure.

DRAWINGS

The drawings issued to bid as part of the bidding documents must be regarded as provisional and preliminary for the Bidder's benefit to generally assess the scope of work as required by the Oranjemund Town Council. The drawings are included after *this* page of *this* document.

All drawings and specifications and copies thereof remain the property of the Oranjemund Town Council, and the Contractor shall return all drawings and copies thereof to the Oranjemund Town Council at the completion of the contract when required or requested to do so.

DRAWING NO.	Revision	TITLE
FK-A3-001	REV 0	PROPOSED FLOOR PLAN FOR A ONE (1) AND TWO (2) BEDROOM

The proposed floor plan is subject to change depending on what the service provider will propose, and to first be agreed upon between two parties when the contract is awarded.

When requested, the service provider must provide all necessary information related to the **elevations, sections and details** of the proposed prefabricated housing units in accordance with the proposed construction methodology in order to prepare the **as-built drawings**. In the event, the service provider is not able to provide the abovementioned, the Oranjemund Town Council will provide standard drawings which are subject to change and upon prior agreement between the two parties.

Floor Plan – One and Two Bedroom houses

SECTION IV: PRICED SCHEDULE OF QUANTITIES

Procurement Reference Number: _____

[Complete the total prices for each item listed below. Authorise the prices quoted in the signature block below.] The prices to be provided include cost of materials (All Inclusive)

Preamble to the Schedule of Quantities

PRICING INSTRUCTIONS

1. GENERAL

The Bill of Quantities forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents, which include the Bid Submission, Conditions of Contract, the Specifications (including the Project Specifications) and the Drawings.

2. DESCRIPTION OF ITEMS IN THE SCHEDULE

No Bill of Quantities is provided as part of this bid, but only an activity schedule that has been drawn up generally for payment purposes. It will be read together with the relevant clauses of the Project Specification and directives on the drawings, set out what ancillary or associated work and activities must be included in the rates for the operations specified.

3. ORDERING AND PAYMENT OF MATERIALS

The Contractor shall obtain the Project Manager's detailed instructions for all work before ordering any materials, executing work or making necessary arrangements accordingly.

The Works as finally completed in accordance with the Contract shall be measured and paid for as specified in the Bill of Quantities and in accordance with the General and Special Conditions of Contract, the Specifications and Project Specifications and the Drawings. Unless otherwise stated, items are measured net in accordance with the Drawings, and no allowance has been made for waste. The validity of the contract will in no way be affected by differences between the quantities in the Bill of Quantities and the quantities finally certified for payment.

4. PROVISIONAL SUMS

Where Provisional sums or Prime Cost sums are provided for items in the Bill of Quantities, payment for the work done under such items will be made in accordance with the relevant General Conditions of Contract. The Employer reserves the right, during the execution of the works, to adjust the stated amounts upwards or downwards according to the work actually done under the item, or the item may be omitted altogether, without affecting the validity of the Contract.

The Bidder shall not under any circumstances whatsoever delete or amend any of the sums inserted in the "Amount" column of the Bill of Quantities and in the Summary of the Bill of Quantities unless ordered or authorized in writing by the Employer before closure of tenders. Any unauthorized changes made by the Bidder to provisional items in the schedule, or to the

provisional percentages and sums in the Price activity schedule, will be treated as arithmetical errors.

5. PRICING OF THE ACTIVITY SCHEDULE

The prices and rates to be inserted by the Bidder in the Schedule of Quantities shall be the full inclusive prices to be paid by the Employer for the work described under the several items, and shall include full compensation for all costs and expenses that may be required in and for the completion and maintenance during the **defects liability period** of all the work described and as shown on the drawings as well as all overheads, profits, incidentals and the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the bid is based.

Each item shall be priced and extended to the "Total" column by the Bidder, with the exception of the items for which only rates are required, or items which already have Prime Cost or Provisional Sums affixed thereto. If the Contractor omits to price any items in the Bill of Quantities, then these items will be considered to have a nil rate or price.

All items for which terminology such as "inclusive" or "not applicable" have been added by the Bidder will be regarded as having a nil rate which shall be valid irrespective of any change in quantities during the execution of the Contract.

The Bidder shall fill in rates for all items where the words "rate only" appear in the "Total" column. "Rate Only" items have been included where:

- (a) an alternative item or material is contemplated;
- (b) variations of specified components in the make-up of a pay item may be expected; and
- (c) no work under the item is foreseen at tender stage but the possibility that such work may be required is not excluded.

For **"Rate Only"** items no quantities are given in the "Quantity" column but the quoted rate shall apply in the event of work under this item being required. The Bidder shall however note that in terms of the Bid Data the Bidder may be asked to reconsider any such rates which the Employer may regard as unbalanced.

All rates and amounts quoted in the Schedule of Quantities shall be in **Namibian Dollar (NAD)** and shall include all levies and taxes (other than VAT). VAT will be added in the summary of the Schedule of Quantities.

6. CORRECTION OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initialed by the Bidder.

7. ARITHMETICAL ERRORS

Arithmetical errors found in the Bill of Quantities as a result of faulty multiplication or addition, will be corrected by the Engineer at the tender evaluation stage, as set out in the BDS.

8. MONTHLY PAYMENTS

Unless otherwise specified in the Specifications and Project Specifications, progress payments in Interim Certificates, in respect of "sum" items in the Bill of Quantities shall be by means of interim progress installments assessed by the Project Manager and based on the measure in which the work actually carried out relates to the extent of the work to be done by the Contractor.

9. UNITS OF MEASUREMENT

The units of measurement described in the Schedule of Quantities are metric units for which the standard international abbreviations are used. Non-standard abbreviations which may appear in the Schedule of Quantities are as follows:

No.	=	number
%	=	percent
Sum	=	Lump sum
PC sum	=	Prime cost sum
Prov sum	=	Provisional sum

SCHEDULE OF QUANTITIES

No	Description	Qty	Unit rate (N\$)	15% VAT	Total Amount (N\$)
1	Preliminary and generals <i>NB: Price to include site establishment, accommodation, ablution facilities, water, electricity consumption, fuel etc.</i>	1			
2	Earthworks <i>NB: Price to site clearance, levelling, excavation, compaction etc.</i>				
2	Supply and installation of a One-bedroom house <i>NB: Price to include materials, labour etc.</i>	2			
3	Supply and installation of a Two-bedroom house <i>NB: Price to include materials, labour etc.</i>	3			
4	Sand and aggregate (where required)			
5	Transport cost to Oranjemund	1			
TOTAL BID PRICE					

The following may be excluded from the schedule of quantities:

1. Approval of building plans and all associated fees.
2. Basic plumbing/connection to main sewerage/water meter.
3. Basic electrical /connection to main supply/prepaid meter.
4. Built in cupboards, gutters, down pipes, geysers etc.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

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

Procurement Reference Number: _____

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Type 1 – One Bedroom (Concrete/Steel/Wooden)		
2	Type 2 – One Bedroom (Concrete/Steel/Wooden)		

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 Goods (Ref. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) 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. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	<i>Oranjemund Town Council</i>
Intended Completion Date GCC	The intended completion date is: _____
Project Manager GCC 1.1(y)	The Project Manager is: Festus Nekayi
Site GCC 1.1(aa)	The Site is located at Oranjemund Extension 10 and is defined in Drawings attached.
Start Date GCC 1.1(dd)	The Start Date shall be: _____
The Works GCC 1.1(hh)	<p>The Works consist of: Construction of affordable houses</p> <p>The general items of work to be executed under this contract include the following:</p> <ol style="list-style-type: none"> 1. Construction of a Type 1 - (one-bedroom house) 2. Construction of a Type 1 - (two-bedroom house) <p>The essential tools and equipment to be made available for the contract by the successful bidder shall be:</p> <ul style="list-style-type: none"> • Drill, Wheelbarrows, Concrete mixer(s), Light Delivery Vehicle (LDV), Plate Compactor, Power generator etc.
Interpretation GCC 2.2	The project will be completed in the following sections: _____

GCC Clause Reference	Special Conditions
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the laws for the Republic of Namibia.
Project Manager's Decisions 4.1	The Contractor shall obtain specific approval from the Oranjemund Town Council 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.
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 _____ For the Contractor, 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 Contractor and the Employer and the minimum insurance amounts shall be: <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor 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 contractor 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: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any</i>

GCC Clause Reference	Special Conditions
	<p><i>claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
<p>Site Date GCC 14.1</p>	<p>The site data shall be:</p> <ul style="list-style-type: none"> • Drawings • Contract Specifications • General Conditions of Contract
<p>Possession of the Site GCC 20.1</p>	<p>The Site Possession Date shall be:</p>
<p>Procedure for Disputes GCC 24</p>	<p>No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.</p>
<p>Program GCC 25.1</p>	<p>The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.</p>
<p>GCC 25.3</p>	<p>Program updates <i>shall not</i> be required.</p>
<p>Defects Liability Period GCC 33.1</p>	<p>The Defects Liability Period is: <i>None</i></p>
<p>Payment Certificates GCC 39.7</p>	<p>A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.</p>
<p>Payments</p>	<p>The amount certified by the Project Manager shall be paid in full within 30</p>

GCC Clause Reference	Special Conditions
GCC 40	days of receipt by the Employer of an invoice, supported by: (a) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Not applicable.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are [0.05%] per day. The maximum amount of liquidated damages for the whole of the Works is [N\$ 10 000.00]
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not applicable.
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals [are 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%

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Signed Bid Securing Declaration		
A certified copy of a Business Registration with the Ministry of Trade (BIPA) / Founding Statement		
A certified copy or an Original Valid Good Standing Tax Certificate of Good Standing for Bidding Purposes, issued by NAMRA		
A certified copy or an Original Valid good standing Social Security Certificate;		
a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;		
A certified copy of a valid Business Registration or Fitness Certificate with any Local Authority in Namibia		
Company profile		

Reference letter from previous employers indicating experience		
A preliminary Construction Program in a form of simplified bar chart with sufficient details to show clearly how the works will be performed within the time for completion.		
Proof of insurance cover for the alternative building to be constructed		
Proof of financing from any financial institution		
Additional eligibility criteria as specified in the BDS.		

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.*