



KUNENE REGIONAL COUNCIL



Tel: +264-65-273950
Fax: +264-65-273077

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

REQUEST FOR SEALED QUOTATIONS: WORKS

CONSTRUCTION OF A GUARD HOUSE AT OKANGUATI SETTLEMENT AREA

Procurement Reference No: W/RFQ/KRC -04/2025/26

Kunene Regional Council
P/Bag 502
Opuwo
Namibia

TEL: 065 273950
pmu@kunenerc.gov.na/pmu.kunenerc@gmail.com.na

NAME OF BIDDER	
CONTACT NUMBER OF BIDDER	
BIDDER AMOUNT (VAT EXCLUSIVE):	
BIDDER AMOUNT (VAT INCLUSIVE)	
CLOSING DATE OF BIDS	

DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER MUST BE DEPOSITED IN THE BID BOX AT KUNENE REGIONAL COUNCIL



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Letter of Invitation

To: _____

Procurement Reference Number: **W/RFQ/KRC - 04/2025/26**

10 November 2025

Dear Prospective Bidder,

REQUEST FOR QUOTATIONS FOR THE CONSTRUCTION OF GUARD HOUSE AT OKANGUATI SETTLEMENT AREA IN THE KUNENE REGION

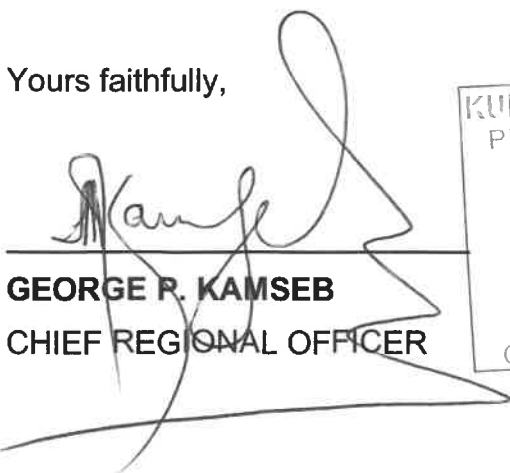
The Kunene Regional Council invites you to submit your bid for the items described in detail hereunder.

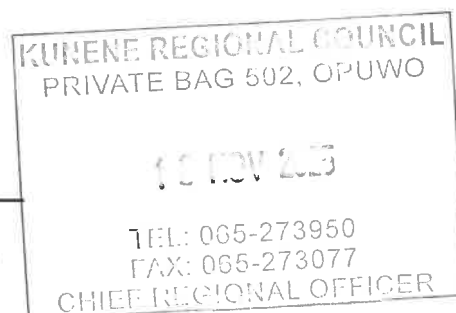
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to the Kunene Regional council and emailed to: pmu@kunenerc.gov.na/pmu.kunenerc@gmail.com or contact for more information: Mr. Ino Namwoonde on 081 129 5745

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

Yours faithfully,


GEORGE R. KAMSEB
CHIEF REGIONAL OFFICER



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council reserves the right:

- a) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

The quotation validity period shall be **180 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- Have a valid certified copy (NAMPOL) of company Registration Certificate;
- Attach a valid certified copy(ies) (NAMPOL CERTIFIED) of the Company's owner's national identification document(s).
- Have an original or valid certified copy (NAMPOL) of NAMRA good Standing Certificate; **(Valid on the date of bid closure)**
- have an original or valid certified of good Standing Social Security Certificate; **(Valid on the date of bid closure)**
- Have a valid certified copy (NAMPOL) 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;
- Have a valid certified copy (NAMPOL) of certificate indicating SME Status **(for Bids reserved for SMEs)**;
- Submit signed Bid Securing Declaration;
- 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 the Contract if it is awarded the contract or part thereof;

ADDITIONAL REQUIREMENTS

- i. Bidders attach Qualification for Bricklayer, a National Diploma in Civil Level 3 from NQA accredited institutions (Qualification from foreign institution, NQA evaluation report must be attached).
- ii. Bidders attach Qualification for an Electrician, a national Diploma in Electrical Level 3 from NQA an accredited institution. (Qualification obtained from foreign institution, NQA evaluation report must be attached).
- iii. Bidders attach Qualification for a Plumber, a national Diploma in Plumbing Level 3 from NQA, an accredited institution. (Qualification obtained from foreign institution, NQA evaluation report must be attached).
- iv. Must have at least Three (3) years of experience in construction work (Attach practical completion certificates for similar projects).
- v. Bidders should attach a program of work in the form of a Ghant Chart.
- vi. All pages of the bid document must be initiated, and the bid document must be duly completed.

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 shall be 60 days after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with 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 Quotation/Bid Box located at P/Bag 502 Opuwo Kunene Regional Council, Mbumbijazo Muharukua Street, Opuwo or forwarded by fax 065-273077, not later than **04 December 2025 at 10h00. Quotations by post or hand delivered should reach Kunene Regional Council Mbumbijazo Muharukua Street, P/Bag 502 Opuwo by the same date and time at latest 10h00. Late quotations will be rejected.** Quotations received by e-mail or fax will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the

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

10. Evaluation of Quotations

The Kunene Regional 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.

NB: Only bidders that quoted between the range of 0% above and 10% below the estimated value of the procurement as validated by the financial certificate are eligible for awards!

12. 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.

13. 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.

14. Margin of Preference

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

Not applicable for this procurement

15. 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.

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 seven 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:	Kunene Regional Council
Procurement Reference Number:	W/RFQ/KRC - 04/2025/26
Subject matter of Procurement:	Construction of a Guard House Okanguati Settlement Area

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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

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

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

Works will commence within **7 days** from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within **60 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(5) and 56(2))

Date: _____

Procurement Ref No.: _____

To: Kunene Regional Council
Mbumbijazo Muharukua Street
Private Bag 502
Opuwo

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 bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

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

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

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

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

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

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

Corporate Seal (where appropriate)

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

****delete if not applicable / appropriate***



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Construction of a Guard House at Okanguati Settlement Area Village

B. DRAWINGS

Attached

Priced Activity Schedules

KEY NO	DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	EXTRA OVER BULK EXCAVATION IN EARTH FOR EXCAVATION IN				
0498	SOFT ROCK (the use of jack hammers is necessary) EARTH FILLING SUPPLIED BY CONTRACTOR COMPACTED TO 93% MOD. ASSHTO DENSITY	5.0	M ³		
0520	Under Floors, steps, paving etc SOIL POISONING	3.0	M ³		
0526	Soil insecticide under floors, paving, etc including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	26.0	M ²		
0527	Soil insecticide at bottoms of trenches, holes, etc 14MPA/19/MM CONCRETE	20.0	M ²		
0531	Surface beds, aprons, paving, ramps, etc cast in panels 20MPA/19/MM CONCRETE	2.0	M ³		
0533	Footing, bases and ground beams	3.0	M ³		
0534	Surface beds, aprons, paving, ramps etc cast in panels	3.0	M ³		
0537	Stairs and landings, including beams and inverted beams BRICKWORK OF 7MPA CEMENT BRICKS IN CLASS I MORTAR	3.0	M ³		
0615	Half Brick Wall BRICKWORK OF 14MPA CEMENT BRICKS IN CLASS I MORTAR	3.0	M ²		

0620	One Brick Wall	10.0	M ²		
	BRICKWORK OF 7MPA CEMENT BRICKS IN CLASS II MORTAR				
0628	Half Brick Wall	9.0	M ²		
	BRICKWORK OF 7MPA CEMENT BRICKS IN CLASS II MORTAR				
0631	One Brick Wall	35.0	M ²		
	GALVANISED BRICK REINFORCEMENT				
0647	75mm Wide Reinforcement Built in Horizontally (extra for brick lintols or bands)	200.0	M		
0649	225mm Wide Reinforcement Built in Horizontally (extra for brick lintols or bands)	220	M		
	PRESTRESSED PREFABRICATED LINTELS				
0652	105 x 75mm Lintels in Lengths not exceeding 3m	32.0	M		
	TWO PART GREY POLYSULPHIDE SEALING COMPOUND INCLUDING BACK CORD, BOND BREAKER, PRIMER, ETC.				
0720	10 X 10mm in Horizontal Expansion Joints Including Ranking Out Polyethylene Expansion Joint Filler as Necessary	19.0	M		
	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				
0727	Roof Sheeting in Single Length Sheets	36.0	M ²		
0728	Ridge Capping	18.0	M		
0730	Standard Narrow and Broad Flute Closers	26.0	M		

0794	SISALATION OR OTHER EQUAL AND APPROVED DOUBLE-SIDED GLASS FIBRE REINFORCED ALUMINIUM FOIL BONDED INSULATION Type FR 430 Heavy Duty Insulation Laid taut Over Purlins (at approximately 1300mm centres) and fixed concurrent with roof covering including galvanized steel straining wires	26.0	M ²		
0877	40MM SEMI-SOLID FLUSH DOORS WITH HARDWOOD VENEER BOTH SIDES AND CONCLEALED HARDWORD EDGE STRIPS Door size 813 x 2032 mm high	1.0	NO		
0886	WROT MERANTI 44mm Framed, Ledged, Braced and Battened Door Size 813 X 2032 Mm High Formed of 44 X 108 Mm Stiles and Top Rail, 22 X 108mm Middle Ledge, 22 X 228mm Bottom Ledge and 22 X 108mm Diagonal Brace and Filled in with 22mm Tongued, Grooved and V-Joined Vertical Boarding in Narrow Matched Widths	1.0	NO		
0997	32MM WORK TOPS WITH POST FORMED FRONT EDGES Work Top 600MM Wide	3.0	M		
1023	0.5MM IBR PROFILE FULL HARD GALVANISED STEEL TROUGHED ROOFING WITH 0.8MM GALVANISED SHEET STEEL ACCESSORIES FIXED IN STRICT ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS Ceilings in Single Length Sheets Fixed Horizontally to underside of Steel Purlins (Elsewhere measured)	10.0	M ²		
1024	Cornice of Standard Narrow and Broad Fluted Closers Pop-riveted to profile metal ceiling	25.0	M		
1025		6.0	M		

1026	100MM Wide Horizontal Closer Plate Pop-riveted to Profile Metal Sheeting	1.0	NO		
	Extra Over Ceiling for Trap Door Size 600 x 600mm, the Opening Formed of 40 x 40 x 0.8mm Galvanised Sheet Metal Angle Frame All Round Mitre 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 Brandering, the Trap Door Formed of IBR Profile Metal Sheeting with 40 x 40 x 0.8mm galvanised sheet metal angle frame all round mitred and pop-riveted to profile metal ceiling.				
1080	300 x 300 x 2.5mm Semi Flexible vinyl tiles to patterns in differing colours fixed with adhesive recommended by and laid in strict accordance with manufacturers Floors	12.0	M ²		
1166	MORTICE LOCKS Bathroom/WC Upright mortice lock with stainless steel forend	1.0	NO		
1171	CYLINDER LOCKS Oval Knob Cylinder Lock with Oval Profile Lock Case and Brass Forend	1.0	NO		
1308	WELDING ROOF TRUSSES OF ANGLE SECTION HOLLOW SECTION RAFTERS, RAILS, STRUTS, BRACES, CLEATS, ECT AND FLAT SECTION BEARER, GUSSET AND CONNECTION PLATES BOLTEN TO CONCRETE Trusses exceeding 2m and not exceeding 4m span	125.0 kg	50.85		
1377	BASE PLATES, ANGLES AND BOLT TO TRUSSES	30.0 kg	51.66		
1318	Base or anchor plates 12mm U-Shaped anchor bolt 750mm gifth cast into top concrete	20.0	NO		
	PURLINS AND BRACES BOLTEN TO				

1320	STEEL	133.0 kg	47.20		
	Lipped channel section purlins				
1321		119.0 kg	47.20		
	Lipped channel section ceiling rails				
1451	1.2MM DOUBLE REBATED FRAMES SUITABLE FOR ONE BRICK WALLS	2.0	NO		
	Frame for door size 813 x 2032mm high				
1508	NATURAL ANODISED ALUMINIUM HORIZONTAL SLIDING WINDOWS GLAZED WITH AND INCLUDING 4MM CLEAR FLOAT GLASS	2.0	NO		
	Window type HS 1515 to suit opening size 1500 x 1500mm high				
1512	NATURAL ANODISED ALUMINIUM TOP-HUNG PROJECTED -OUT WINDOWS GLAZED WITH AND INCLUDING 4MM CLEAR FLOAT GLASS	1.0	NO		
1518	Window type PT 69 to suit opening size 600 x 900mm high	1.0	NO		
	Window type PT1212 to suit opening size 1200 x 1200mm high				
1536	ONE COAT CEMENT PLASTER WOOD FLOATED SMOOTH ON BRICKWORK TO	43.0	M ²		
1545	Walls	46.0	M ²		
	Walls				
1652	WHITE VITREOUS CHINA OR GLAZED FIRECLAY	1.0	NO		
1658	Basin Size 510 x 405mm with two tapholes bolted to walls	1.0	NO		
	Low level w.c. suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, flush pipe and heavy duty flap and seat fixed to wall and floor				

1668	CHROMIUM PLATED BRASS	1.0	NO		
	32mm Basin Waste Union with vulcanite plug and chromium plated chain and stay				
1676		1.0	NO		
	32mm Bottle trap including tailpipe and wall flange				
1725	CHROME PLATED BRASS TAPS AND SUNDRIES	2.0	NO		
	15mm Angle regulating valve with stainless steel braided connector pipe				
1732	315mm girth with chromium plated connectors both ends bents as required	2.0	NO		
	15mm Square pattern pillar tap with aerator				
1770	CLASS 12 HDPE TYPE IV WATER PIPES INCLUDING ALL STRAIGHT JOINTS AND CONNECTORS LAID IN GROUND IN TRENCHES NOT LESS THAN 600MM DEEP, INCLUDING EXCAVATION, BACKFILLING, ETC	100.0	M		
	25mm Pipes laid in ground in trenches				
1945	uPVC SOIL, WASTE AND VENT PIPES INCLUDING ALL STRAIGHT JOIN AND CONNECTORS	2.0	M		
	50mm Pipe Fixed or Chased into walls				
1960	EXTRA OVER uPVC PIPES FOR FITTINGS	2.0	NO		
1969	110mm Access bend with vent horn	1.0	NO		
	110mm Pan connector				
1977	UNDERGROUND TWIN-WALL uPVC STRUCTURED WALL PIPES LAID IN GROUND, INCLUDING EXCAVATION, BACKFILLING, ETC AND ALL STRAIGHT JOINTS BETWEEN PIPES	55.0	M		
	110mm Pipes laid in and including trenches not exceeding 1m deep				
1998		1.0	NO		
	110mm Overflow gulley head				

2000	uPVC GULLEYS WITH GULLEY HEAD AND GRATING ENCASED IN CONCRETE	1.0	NO		
	100mm Gulley P-trap not exceeding 1m deep				
060	ONE COAT ALKALI-RESISTANT PLASTER PRIMER AND TWO COATS ACRYLIC PVA PAINT				
	On external smooth plastered walls				
2064	ONE COAT ALKALI-RESISTANT PLASTER PRIMER, ONE COAT UNDERCOAT AND TWO COATS EGGSHELL ENAMEL PAINT				
	On internal smooth plastered walls and columns				
		45.0	M ²		
2088	TOUCH UP FACTORY PRIMER AND ONE COAT UNDERCOAT AND TWO COAT GLOSS ENAMEL PAINT				
2094	On door frames				
	On exposed truss members, purlins, etc	46.0	M ²		
2098	WASH WITH METAL CONDITIONER AND TWO COATS ACRYLIC PVA PAINT				
	On underside of profiled roof sheeting and ceilings (measured on flat to ceiling area)	7.0	M ²		
		7.0	M ²		
		11.0	M ²		
ITEM DESCRIPTION					AMOUNT
Total Value of Building					

Value of Scheduled Items	
Contingence at 0.05	
Sub Total	
Escalation at 0.10	
Sub Total:	
Value of Non-scheduled Items:	
Markup at 10%	
Sub Total	
District Factor %	
District Factor Allowance	
Sub Total:	
Preliminary Allowance:	
VAT 15%	
Final Total:	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

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	Construction of a Guard House at Okanguati Settlement Area		

* 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-WCC**) (available at public entities physical address/website: Insert Public Entity address/website) except where modified by the Special Conditions below.

SECTION VII: 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 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)	The Kunene Regional Council
Intended Completion Date GCC	The intended completion date is: 60 days from the date of Purchase Order.
Project Manager GCC 1.1(y)	Mr. IH Namwoonde Deputy Director: Planning
Site GCC 1.1(aa)	The Site is located in Okanguati Settlement Area
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after issuing of Purchase Order.
The Works GCC 1.1(h)	The Works consists of: The Construction of a Guard House at Okanguati Settlement Area
Interpretation GCC2.3	The following additional documents shall form part of the contract: Bid Document and Purchase Order.
Language and	The language of the contract is English

GCC Clause reference	Special Conditions
Law GCC 3.1	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.
Notices GCC 6	Any notice shall be sent to the following addresses: Kunene Regional Council Procurement Management Unit Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 950 Email: pmu.kunenerc@gmail.com or pmu@kunenerc.gov.na For the Contractor: Company Name: _____ Contact Person: _____ Tel. / Cell. no: _____ Email: _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract 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). (d) for personal injury or death:

GCC Clause reference	Special Conditions
	(i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives]. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. 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.
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 60 days from date of site handover.
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days after issuing of Purchase Order
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 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.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 working days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days after final inspection and handover.
Payment Certificates GCC 39.7	"Multiple statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project

GCC Clause reference	Special Conditions
	Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Weather condition under which normal project work cannot be executed.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	10% 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.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 4% per week. The maximum amount of liquidated damages for the whole of the Works is amount based on a maximum number of weeks 10% maximum of contract price.
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall NOT be required.
GCC 56.1	Operating and maintenance manuals should be supplied to the employer by the contractor not later than: Provided during hand over.
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% of the contracted amount

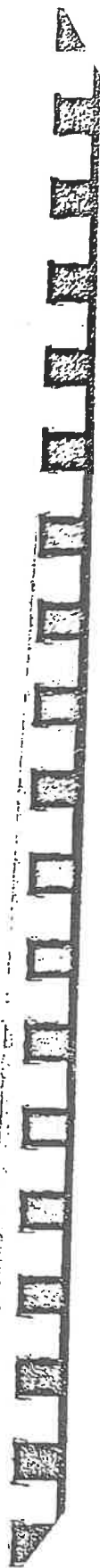
SCHEDULE 1: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Have a valid company Registration Certificate and Shareholders Identity Documents;		
Have an original valid good Standing Tax Certificate;		
Have an original valid good Standing Social Security Certificate;		
Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Have a certificate indicating SME Status (for Bids reserved for SMEs);		
Submit signed Bid-securing Declaration.		
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Three completion certificates of past similar projects		

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.

ANNEXURE A
DRAWINGS

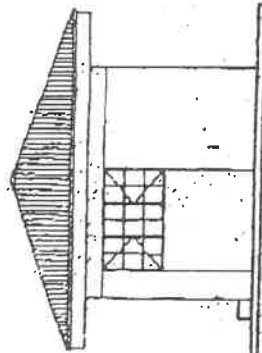


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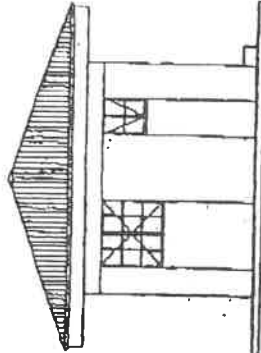
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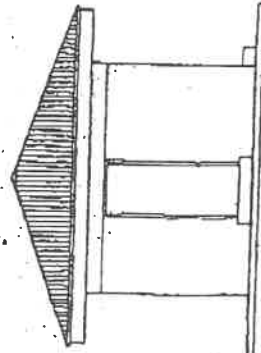
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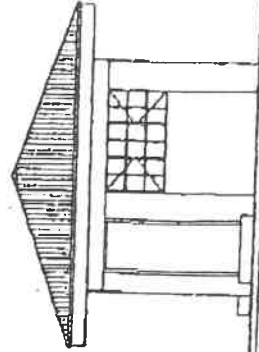
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ELEVATION 3

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ELEVATION 2

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