



# Kunene Regional Council



## BIDDING DOCUMENTS

Issued on: 04 October 2024

for

## Procurement of

FOR THE INSPECTION, FAULT FINDING AND REPORT, REPAIR AND/OR OVERHAUL, MOUNT, INSTALL, TEST RUN AND COMMISSION, SERVICE AND SUPPLY OF NEW INSTALLATIONS AND PARTS

FOR

## LAUNDRY, CATERING EQUIPMENT AND DOMESTIC APPLIANCES

FOR PERIOD THREE YEARS

**Procurement Reference No: W/ONB/KRC/M002/2024**

**Cost: NAD 100.00(non-refundable)**

**Closing Date & Time: 07 November 2024**

**Name of Bidder:.....**

**Contact Number of Bidder:.....**

**Email Address of Bidder:.....**

**Authorized Representative:.....**

**Total price:.....**

# Standard Bidding Document

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# **PART 1 – Bidding Procedures**

# Section 1 - Instructions to Bidders

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## Section I - Instructions to Bidders

### A. General

1. **Scope of Bid**
- 1.1 The Public Entity as defined<sup>1</sup> in Section II “Bidding Data Sheet” (**BDS**) also referred to herein as Employer invites bids for the construction of Works, as **described in the BDS** and Section VII, “Special Conditions of Contract” (**SCC**).
- The name and identification number of the Contract are **provided in the BDS and the SCC**.
- 1.2 The successful Bidder shall be expected to complete the Works by the Intended Completion Period **specified in the BDS**.
- 1.3 Throughout these bidding documents, the terms:
- (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax,) with proof of receipt;
  - (b) if the context so requires, “singular” means “plural” and vice versa;
  - (c) “day” means calendar day unless otherwise stated; and
2. **Source of Fund**
- 2.1 The Works shall be financed by the Public Entity’s own budgetary allocation, **unless otherwise stated in the BDS**.
3. **Public Entities Related to Bidding Documents & to application for review**
- 3.1 The public entities related to these bidding documents are the Public Entity, acting as procurement entity (Purchaser), the Procurement Policy Unit, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting Bidding document, receiving and evaluation of bids in respect of major contracts and the Review Panel, set up under the Public Procurement Act, 2015 (hereinafter referred to as the Act.)
- The Chairperson  
Review Panel  
Ministry of Finance  
Private Bag 13295  
Windhoek, Namibia**
4. **Fraud and**
- 4.1 The Government of the Republic of Namibia requires that bidders/suppliers/contractors, participating in procurement in

<sup>1</sup> See Section IV, “General Conditions of Contract,” Clause 1. Definitions.

**Corruption**

Namibia, observe the highest standard of ethics during the procurement process and execution of contracts.

- 4.2 The Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

For the purposes of this Sub-Clause:

- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

- 4.3. Bidders, suppliers and public officials shall also be aware of the provisions stated in section 67 and 68 of the Public Procurement Act, 2015 which can be consulted on the website of the Procurement Policy Unit (PPU) : [www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)

**5. Eligible Bidders**

- 5.1 A Bidder may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally-enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

- 5.2 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
- (a) they have a controlling partner in common; or
  - (b) they receive or have received any direct or indirect subsidy from any of them; or
  - (c) they have the same legal representative for purposes of this bid; or
  - (d) they 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 Employer regarding this bidding process; or
  - (e) 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 the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
  - (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; or
  - (g) a Bidder, or any of its affiliates has been hired (or is proposed to be hired) by the Employer as Engineer for the contract.
- 5.3 (a) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified
- (b) Bids from contractors appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- 5.4 Government-owned enterprises in the Republic of Namibia shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law, and that they are not a dependent agency of the Government.



**6. Qualifications of Bidders**

- 6.1 All bidders shall provide in Section III, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 6.2 Bidders shall include the information and documents listed hereunder with their bids, unless otherwise **stated in the BDS**. The non-submission of the documents by the Bidder within the prescribed period may lead to the rejection of its bid.
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder;
  - (b) total monetary value of construction works performed for each of the last five years;
  - (c) experience in works of a similar nature and size for each of the last five years or as otherwise **stated in the BDS**; and clients who may be contacted for further information on those contracts;
  - (d) major items of construction equipment proposed to carry out the Contract;
  - (e) qualifications and experience of key site personnel and technical personnel proposed for the contract;
  - (f) report on the financial standing of the Bidder for the last three years, such as certified copies of Financial Statements/Audited Accounts as filed at the Registrar of Companies;
  - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
  - (h) authority to seek references from the Bidder's bankers; and
  - (i) information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, the issues involved, the disputed amounts, and awards;
  - (j) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.

- 6.3 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:
- (a) a minimum average annual financial amount of construction work over the period **specified in the BDS**.
  - (b) experience as prime contractor in the construction of a minimum number of works of a nature and complexity equivalent to the Works over a period as **specified in the BDS** (To comply with this requirement, works cited should be at least 70 percent complete);
  - (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS**;
  - (d) a Contract Manager/Supervisor with five years' experience in works of an equivalent nature and volume, including no less than three years as Manager or as otherwise **specified in the BDS**; and
  - (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount **specified in the BDS**.<sup>2</sup>

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

## **B. Contents of Bidding Document**

### **7. Sections of Bidding Document**

- 7.1 The Bidding Document consists of all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 10.

Section I - Instructions to Bidders (ITB)  
 Section II- Bidding Data Sheet  
 Section III - Evaluation Criteria  
 Section IV - Bidding Forms  
 Section V - Employer's Requirements  
 Section VI – General Conditions of Contract  
 Section VII- Special Conditions of Contract  
 Section VIII - Contract Forms

- 7.2 The Invitation for Bids issued by the Employer is not part of the Bidding Document.

<sup>2</sup> Usually the equivalent of the estimated payments flow over 4-6 months at the average (straight line distribution) construction rate. The actual period of reference shall depend on the speed with which the Government shall pay the Contractor's monthly certificates.

- 8. Clarification of Bidding Document**
- 8.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Employer in writing at the Employer's address **indicated in the BDS**.
- The Employer will respond in writing to any request for clarification, provided that such request is received 14 days prior to the deadline for submission of bids.
- Should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 10.
- 9. Site visit/Pre-bid meeting**
- 9.1 Bidders, at the Bidders' own responsibility and risk, are encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing their Bids and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidders' own expense.
- 9.2 The Bidder or its designated representative is invited to attend a pre-bid meeting, as **provided for in the BDS**. The purpose of the pre-bid meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.
- 10. Amendment of Bidding Document**
- 10.1 At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addenda and extend the deadline for submission of bids, if needed.

### **C. Preparation of Bids**

- 11. Cost of Bidding**
- 11.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs irrespective of the outcome of the bidding process.
- 12. Language of Bid**
- 12.1 The Bid, supporting documents as well as all correspondence relating to the bid exchanged by the Bidder and the Employer shall be in English Language.
- 13. Documents Comprising the Bid**
- 13.1 The Bid shall comprise the following:
- (a) Bid submission Form (in the format indicated in Section IV);
  - (b) Qualification information and documentary evidence establishing the Bidder's qualifications to perform the contract;
  - (c) completed Bill of Quantities / Activity Schedule;

(d) the following documentary evidence is required

1. have a valid certified copy (Nampol) company Registration Certificate;
2. have a valid original or certified copy (Nampol) of good Standing Tax Certificate;
3. have a valid original or certified copy (Nampol) of good Standing Social Security Certificate;
4. 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;
5. have a certified copy (Nampol) of certificate indicating SME Status (for Preferences);
6. 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;
7. Have a (Nampol) certified copy of artisan qualifications.

(e) 1. Company Profile.

2. Proof of employment from Social Security Commission of qualified Artisans in their employ.
3. Valid Certified copy (Nampol) of Business Fitness Certificate.
4. Proof of Vehicle ownership or Rental Agreement.
5. Proof of Workshop ownership or Rental Agreement

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| <b>14. Bid Submission Form and Schedules</b> | 14.1 The Bid Submission Form, Schedules, and all documents listed under ITB 13.1 shall be prepared using the relevant forms, if so provided.  |
| <b>15. Alternative Proposal</b>              | 15.1 Alternative Technical Proposals and completion dates if allowed shall be indicated in Section V- Specifications. The evaluation methodologies for their consideration shall be given in Section III. |
| <b>16. Bid Prices and Discounts</b>          | 16.1 The Contract shall be for the whole Works, as described in ITB Sub-Clause 1.1, based on the priced Activity Schedule/Bill of Quantities <sup>3</sup> submitted by the Bidder.                        |

<sup>3</sup> In lump sum contracts, delete "priced Bill of Quantities" and replace with "priced Activity Schedule."

- 16.2 Bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities.<sup>4</sup> Items for which no rate or price is entered by Bidders, shall not be paid for by the Public Entity when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- 16.3 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 14 days prior to the deadline for submission of bids, shall be included in the rates, prices, and total Bid price submitted by Bidders.<sup>5</sup>
- 16.4 The price to be quoted in the Bid Submission Form shall be the total price of bid after any discount offered.
- The discount if any and the conditions of its application shall be indicated separately.
- 17. Currencies of Bid and Payment**
- 17.1 The bid price and rates shall be in Namibian Dollars and fixed for the duration of the contract unless otherwise **specified in the BDS**.
- 17.2 Unless otherwise **specified in BDS** interim payment for Plant and Material on site is applicable as per GCC 39.7.
- 18. Documents Comprising the Technical Proposal**
- 18.1 The Bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in the Bidder Qualification Form (section IV), in sufficient details to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time.
- 19. Period of Validity of Bids**
- 19.1 Bids shall remain valid for a period **specified in the BDS**. The Bid Validity period should not exceed 180 days.
- 19.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.
- 20. Bid Security/Bid Securing Declaration**
- 20.1 The Bidder shall furnish either a subscription to a Bid Securing Declaration or a Bid Security in its original form with its bid as part of its bid, if **required in the BDS**.
- 20.2 Bid Security shall be in the form of a Bank Guarantee from a local commercial bank as per the format contained in section

<sup>4</sup> In lump sum contracts, delete "described in the Bill of Quantities" and replace with "described in the drawings and specifications and listed in the Activity Schedule."

<sup>5</sup> In lump sum contracts, delete "rates, prices, and."

IV and shall be valid for a period of 30 days beyond the validity period of the bid or beyond any period of extension.

20.3 Any bid not accompanied by an enforceable and substantially compliant Bid Security or a subscription to a Bid Securing Declaration in the Bid Submission Form, if required in accordance with ITB 20.1, shall be rejected by the Employer as non-responsive.

20.4 Bid Security shall be forfeited or the Bid Securing declaration exercised for non-compliance on the part of the Bidder for reasons mentioned in the Bid Security format contained in Section III or the Bid Suring Declaration contained as Appendix to the Bid Submission Form.

## **21. Format and Signing of Bid**

21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 13.1 and clearly mark it "ORIGINAL". In addition, the Bidder shall submit the number of copies **as specified in the BDS**, clearly mark with the label "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

21.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

## **D. Submission and Opening of Bids**

## **22. Sealing and Marking of Bids**

22.1 Bidders may always submit their bids by mail or by hand. Procedures for submission, sealing and marking are as follows:

(a) Bidders submitting bids by mail or by hand shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB 15, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL", "ALTERNATIVE" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 22.2.

22.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Employer as indicated in ITB 22.1;
- (c) bear the specific identification of this bidding process indicated in accordance with ITB 1.1; and
- (d) bear a warning not to open before the time and date for

bid opening.

- 23. Deadline for Submission of Bids** 23.1 Bids shall be delivered to the Employer at the address and no later than the time and date **specified in the BDS**.
- The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 10.
- 24. Late Bids** 24.1 Late bids shall not be considered. They will be returned unopened
- 25. Withdrawal, Substitution, and Modification of Bids** 25.1 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid submission Form or any extension thereof.
- 26. Bid Opening** 26.1 The Employer shall open the bids at the time place and address **specified in the BDS** in the presence of Bidders' designated representatives who choose to attend.
- 26.2 The bidders' names, the Bid Prices, the total amount of each bid, any discounts, any alternative bid, bid modifications and withdrawals, the presence or absence of bid security, and such other details as the Employer may consider appropriate, will be announced and recorded by the Employer at the opening.

## **E. Evaluation and Comparison of Bids**

- 27. Confidentiality** 27.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process.
- 27.2 Any attempt by a Bidder to influence the Employer in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
- 28. Clarification of Bids** 28.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its bid. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the Employer in the evaluation of the bids, in accordance with ITB 31.
- 29. Determination of Responsiveness** 29.1 The Employer's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB13.

29.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission.

29.3 The Employer shall examine the technical aspects of the bid submitted in accordance with ITB 18, Technical Proposal, in particular, to confirm that all requirements of Section V (Employer's Requirements) have been met without any material deviation, reservation or omission.

29.4 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

**30. Nonconformities, Errors, and Omissions**

30.1 Provided that a bid is substantially responsive, the Employer may waive any non-material non-conformity in the bid, request that the Bidder submit the necessary information or documentation, to rectify nonmaterial nonconformities in the bid related to documentation requirements but not related to any aspect of the price of the bid; and shall rectify quantifiable nonmaterial nonconformities related to the Bid Price.

**31. Correction of Arithmetical Errors**

31.1 Provided that the bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:

- (a) only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

**32. Margin of Preference**

32.1 **Unless otherwise specified in the BDS**, Margin of preference shall not apply.

**33. Evaluation of Bids**

33.1 The Employer shall use the criteria and methodology defined in this clause and no other evaluation criteria or methodologies shall be permitted.



33.2 To evaluate a bid, the Employer shall consider the following:

- (a) the bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities for admeasurement contracts or Schedule of Prices for lump sum contracts, but including Daywork items, where priced competitively; and
- (b) price adjustment for correction of arithmetic errors, discounts, non-conformities, due to the supplementary criteria as defined in Section III, and Margin of Preference, if applicable.

33.3 If this Bidding Document allows Bidders to quote separate prices for different contracts, and to award multiple contracts to a single Bidder, the methodology to determine the lowest evaluated price of the contract combinations, including any discount offered in the Bid Submission Form, is specified in Section III (Evaluation and Qualification Criteria).

33.4 If the bid for an admeasurement contract, which results in the lowest Evaluated Bid Price, is seriously unbalanced, front loaded or substantially below updated estimates or if any item in the Priced Activity Schedule is front loaded or contains an erroneous amount in the opinion of the Employer, the Employer may after clarification require the Bidder to produce detailed price analysis for any or all items that the amount of the performance security be increased at the expense of the Bidder.

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| <b>34. Comparison of Bids</b>  | 34.1 The Employer shall compare all substantially responsive bids in accordance with ITB 33 to determine the lowest evaluated bid.  |
| <b>35. Qualification of the Bidder</b>                                       | 35.1 The Employer shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated substantially responsive bid meets the qualifying criteria.                  |
| <b>36. Employer's Right to Accept Any Bid, and to Reject Any or All Bids</b> | 36.1 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. |

## F. Award of Contract

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| <b>37. Award Criteria</b> | 37.1 Subject to ITB 36.1, the Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest |
|---------------------------|--|

evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**38. Notification of Award**

38.1 Prior to the expiration of the period of bid validity, the Employer shall, for contract amount above the prescribed threshold of NS 2 M, notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to Challenge, the Employer shall notify the selected Bidder, in writing, by a Notification of award for award of contract. The Notification of award shall specify the sum that the Employer will pay the Contractor in consideration of the execution and completion of the Works (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”) and the requirement for the Contractor to remedy any defects therein as prescribed by the Contract. Within seven days from the issue of notification of award, the Purchaser shall publish on the Public Procurement Portal ([www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)) and the Purchaser’s website, the results of the Bidding Process identifying the bid and lot numbers and the following information:

(i) name of the successful Bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded; and

(ii) an executive summary of the Bid Evaluation Report.

38.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

**39. Signing of Contract**

39.1 Promptly upon issue of notification of award, the Employer shall send to the successful Bidder the Contract Agreement.

39.2 Within thirty (30) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Employer.

**40. Performance Security**

40.1 Within thirty (30) days of the receipt of the notification of award from the Employer, the successful Bidder shall furnish the Performance Security in accordance with the conditions of contract, using for that purpose the Performance Security Form included in Section VIII (Contract Forms).

40.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or to sign the Contract Agreement within the prescribed delay shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

- 
- 41. Advance Payment and Security**                      41.1 The Public Entity shall provide an Advance Payment on the Contract Price as stipulated in the GCC, subject to a maximum amount, **as stated in the BDS**. The Advance Payment shall be guaranteed by a security as per the format contained in Section VIII.
- 42. Plant and Materials on site**                      42.1 Unless otherwise **specified in BDS** interim payment for Plant and Material on site is applicable as per GCC 39.7.
- 43. Debriefing**    43.1 The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

## Section II. Bidding Data Sheet (BDS)

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>A. General</b>	
<b>ITB 1.1</b>	<p>The Public Entity is:</p> <p>Kunene Regional Council, Technical and Maintenance Services</p> <p>Bid for the Inspection, Fault finding and Report, Repair and/or Overhaul, Mount, Install, Test run and Commission, Service and Supply of New Installations and Parts for Laundry, Catering equipment and Domestic Appliances</p> <p>The contract is consisting of Multiple project that will be awarded to successful bidders on fair distribution basis in the three years period of contract</p>
<b>ITB 1.2</b>	The Intended Completion period will be agreed upon on the date of site handover.
<b>ITB 2.1</b>	<p>All the Offices, Ministries and Agencies in the Kunene Region will make use of this contract to procure Laundry, Catering equipment and Domestic Appliances.</p> <p>The Funding Agency is: <u>Offices/Ministries/Agencies</u></p>
<b>ITB 5.3</b>	<p>A list of firms debarred from participating in Public Procurement in Namibia is available at <a href="http://www.mof.gov.na/procurement-policy-unit">http://www.mof.gov.na/procurement-policy-unit</a></p> <p>A list of firms debarred by World Bank is available at <a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a></p>
<b>ITB 6.2</b>	The information required from bidders in ITB Sub-Clause 5.2 is modified as follows: None.
<b>ITB 6.2 (d)</b>	None
<b>ITB 6.3 (a)</b>	The Contractor must have a minimum average annual financial amount of N\$ 100,000.00 for Laundry and Catering equipment. Over the last three years (attach proof) completion certificates.
<b>ITB 6.3 (b)</b>	<p>The number of works is: Minimum of three projects of similar nature and complexity.</p> <p>The period is: for the last three years.</p>
<b>ITB 6.3 (c)</b>	The essential equipment to be made available for the Contract by the successful Bidder shall be: Suitable vehicle for the area, Megger, Multi Tester, Bearing and Pulley Pullers, Gas and Electric Welding Sets, Portable press and

	related equipment.
<b>ITB 6.3 (d)</b>	Qualified Artisan with Three years of experience in Mechanical or Electrical engineering Trades.
<b>ITB 6.3 (e)</b>	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidders shall be: Not Applicable
<b>B. Bidding Documents</b>	
<b>ITB 8.1</b>	The Public Entity's address for clarification is:  Kunene Regional Council, Mbuumbiako Muharuka Street Private Bag 502, Opuwo Opuwo, Tel: 065 273090/ 0811459062 (Stefanus Hoab)/065 273950
<b>ITB 9.2</b>	A pre-bid meeting has been scheduled for – Not applicable
<b>C. Preparation of Bids</b>	
<b>ITB 13.1(e)</b>	Any additional materials required to be completed and submitted by the Bidders are – Company Profile, Business Fitness certificate, proof of Vehicle ownership/Rental Agreement and Proof of employment from Social Security Commission.
<b>ITB 13.1(d)</b>	The following documentary evidence is required <ol style="list-style-type: none"> <li>1. a valid certified copy (Nampol) of company Registration Certificate;</li> <li>2. have an original or valid certified copy (Nampol) of good Standing Tax Certificate;</li> <li>3. have a valid certified copy (Nampol) of good Standing Certificate BIPA</li> <li>4. have a valid original or certified copy (Nampol) good Standing Social Security Certificate;</li> <li>5. 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;</li> <li>6. have a certified copy (Nampol) of certificate indicating SME Status (for Bids reserved for SMEs);</li> <li>7. 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;</li> <li>8. Registration with the Power utility or Regional Electricity</li> </ol>

	<p><b>Distributor.</b></p> <p><b>9. Company Profile.</b></p> <p><b>10. Certified copy (Nampol) of Artisan qualification.</b></p> <p><b>11. Proof of employment from Social Security Commission for qualified Artisans.</b></p> <p><b>12. Valid certified copy (Nampol) of Business Fitness Certificate.</b></p> <p><b>13. Proof of Vehicle ownership or Rental Agreement.</b></p> <p><b>14. Proof of workshop ownership or rental agreement</b></p> <p><b>15. Proof of payment verified and have original date stamp from Kunene Regional Council - Finance</b></p>
<b>ITB 17.1</b>	The Contract is not subject to price adjustment in accordance with GCC Clause 44.
<b>ITB 17.2</b>	Interim Payment for Plant and Material on site <b>not</b> applicable (to be paid on Contractor's Supplier invoice).
<b>ITB 19.1</b>	The Bid shall be valid for 180 day after the deadline set for the submission of bid, the deadline being counted as day one of the validity period.
<b>ITB 20.1</b>	Note: Bid shall include a subscription to a Bid Securing Declaration.
<b>D. Submission and Opening of Bids</b>	
<b>ITB 21.1</b>	In addition to the original of the bid, the number of copies is: None
<b>ITB 23.1</b>	The deadline for submission of bids shall be: <b>07 November 2024 @ 11H00</b>
<b>ss</b>	<p>The Employer's address for the purpose of Bid submission is:</p> <p>Attention: Accounting Officer</p> <p>Address: Kunene Regional Council, Private Bag 502, Opuwo, Tel: 065 273950/ 273090</p>
<b>ITB 26.1</b>	<p><b>The bid opening shall take place at: Kunene Regional Council Board room, Mbuumbiazo Muharuka Street</b></p> <p><b>Date: 07 November 2024 @ 11H30</b></p>
<b>E. Evaluation and Comparison of Bids</b>	
<b>ITB 32.1</b>	<p><b>[The following provision should be included and the required corresponding information inserted <u>if margins of preference are applicable</u>. Otherwise omit]</b></p> <p>A margin of preference <b>shall</b> apply. According to Government Notice. 13 Notice of issuance of code of good practice on preferences referred to in section 71 and 72 of Public Procurement act, 2015.</p>

<b>F. Award of Contract</b>	
<b>ITB 40.1</b>	<p>The Standard Form of Performance Security acceptable to the Public Entity shall be “a Bank Guarantee”. The Bank guarantee shall be 10% of the contract price inclusive of provisional and contingencies sum and VAT. None</p> <p>[A <b>Bank Guarantee</b> shall be unconditional (on demand) (see Section VIII: Contract Forms). An amount of 10 to 15 percent of the Contract Price is commonly specified for Performance Bank Guarantees.] <b>Not applicable</b></p>
<b>ITB 41.1</b>	<p>The Advance Payment shall be limited to 0 percent of the Contract Price less the provisional and contingencies sums. <b>Not applicable</b></p>
<b>ITB 42.1</b>	<p>Interim Payment for Plant and Material on site <b>is not</b> applicable.</p>

## Section III - Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

### 1. Evaluation

In addition to the criteria listed in ITB 33 the following criteria shall apply:

#### (a) 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 in Section V (Employer's Requirements).

#### (b) Multiple Contracts

Pursuant sub-clause 1.1 of the Instructions to Bidders, if Works are grouped in multiple contracts, evaluation will be as follows:

1. Documentary evidence of Qualification information. 2. Documentary evidence as required in ITB clause 13.1(d). 3. Workshop inspection will be conducted (only shortlisted bidders workshops will be inspected). 4. For evaluation purpose kilometers from Base Station/Branch (Home base) to town where the Constituency office is will be applied. (Three lowest substantially responsive bidders will be awarded the contract in specific areas that is: Opuwo, Otuni, Outjo, Khorixas, Sesfontein, Okangwati and Kamanjab).

#### (c) Completion Time

An alternative Completion Time, if permitted under ITB 15.1, will be evaluated as follows: Not Applicable

#### (d) Technical Alternatives

Technical alternatives, if permitted under ITB 15.1, will be evaluated as follows: Not Applicable

#### (e) Margin of Preference

Bidders are referred to Government notice 13 of 2023 on code of good practice on Preferences. See **Annexure 6 MARGINS OF PREFERENCES WHEN EVALUATING BIDS FOR EXCLUSIVE PREFERENCE paragraph 9(2)** of the aforementioned document.



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## Section IV - Bidding Forms

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### Bid Submission Form

*The Bidder must prepare the Bid Submission Form on stationery with its letterhead clearly showing the Bidder's complete name and address.*

**Note: All italicized text is for use in preparing these forms and shall be deleted from the final document.**

Date: \_\_\_\_\_  
 Bidder's Reference No.: \_\_\_\_\_  
 Procurement Reference No.:.....

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 10;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:  
 \_\_\_\_\_;
- (c) The total price of our Bid after discounts, if any, offered in item (d) below is:  
 \_\_\_\_\_;
- (d) The discounts offered and the methodology for their application are:  
 \_\_\_\_\_;
- (e) Our bid shall be valid for a period of \_\_\_\_\_ [insert validity period as specified in ITB 19.1.] days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached hereto and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.
- (g) If our bid is accepted, we commit to obtain a Performance Security and a Preference Security (if applicable) in accordance with the Bidding Document;
- (h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 5.2;
- (i) We are not participating, as a Bidder in more than one bid in this bidding process other than alternative offers submitted in accordance with ITB 15;

- (j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Namibia;
- (k) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 5.4;<sup>6</sup>
- (l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (n) If awarded the contract, the person named below shall act as Contractor's Representative:

\_\_\_\_\_

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to  
sign the Bid for and  
on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Seal of Company \_\_\_\_\_

\_\_\_\_\_

*Appendix to Bid Submission Form*  
**BID SECURING DECLARATION**  
(Section 45 of Act)  
(Regulation 37(1)(b) an 37(5))

**Date:** .....[Day|month|year]

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity and address].....  
.....  
.....

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

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

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

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

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

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

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

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)  
[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]  
*\*delete if not applicable / appropriate*



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**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.*

## Qualification Information

*[The information to be filled in by bidders in the following pages shall be used for purposes of post-qualification or for verification of prequalification as provided for in ITB Clause 6. This information shall not be incorporated in the Contract. Attach additional pages as necessary. Pertinent sections of attached documents should be translated into English. If used for prequalification verification, the Bidder should fill in updated information only.]*

**1. Individual Bidders or Individual Members of Joint Ventures**

- 1.1 Constitution or legal status of Bidder: *[attach copy]*  
 Place of registration: .....  
 Principal place of business: .....  
 Evidence of signatory authorized to sign the bid ( if applicable): *[attach]*
- 1.2 Annual amounts of construction works performed during the last three years *[insert amounts in the national currency equivalent]*
- 1.3 Number *[insert number]* of works of a nature and amount similar to the Works performed as prime Contractor over the last *[insert number]* years. *[Also list details of work under way or committed, including expected completion date(s).]*

Project/Contract name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract in NAD
(a)			
(b)			

- 1.4 Major items of Contractor’s Equipment proposed for carrying out the Works. *[List all information requested below. Refer also to ITB Sub-Clause 6.3 (c).]*

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. *[Attach biographical data. Refer also to ITB Sub-Clause 6.3 (d).]*

Position	Name	Years of experience	Years of experience in

		(general)	proposed position
(a)			
(b)			

1.6 Proposed subcontracts and firms involved. Refer to General Conditions of Contract Clause 7.

Sections of the Works	Value of subcontract	Subcontractor (name and address)	Experience in similar work
(a)			
(b)			

1.7 Financial reports for the last *[insert number; usually 3]* years: Financial Statements, Audited Accounts, etc. *[List below and attach copies.]*

1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents.

1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Public Entity.

1.10 Information on current litigation(s) in which the Bidder is involved.

Other party(ies)	Cause of dispute	Amount involved
(a)		
(b)		

1.11 Proposed Program (work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the Bidding Documents.

**2. Additional Requirements**

2.1 Bidders should provide any additional information requested in the Bidding Document.



## **Bill of Quantities<sup>7</sup>**

Bill of Quantities is not provided as the bidder have to complete Price Schedule for labour and related rates under Employer's Requirements.

---

<sup>7</sup> *"Bill of Quantities" is prepared for by the employer and the bidders who agreed with the rates may submit their bids duly signed and sealed."*

## **PART 2 – Employer’s Requirements**



## **Section V - Employer's Requirements**

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## **Specifications**

### **1. GENERAL BIDDING CONDITIONS**

#### **1.1 DEFINITIONS**

- 1.1.1 **"Official in Charge"** will always be the person who issued the order for the work to be done also refer to as "Project Manager".
- 1.1.2 **"Regional Representative"** will always be the Control Works Inspector (Maintenance) of the Division Technical and Maintenance Services of the Kunene Regional Council in the Kunene region.
- 1.1.3 **"Certifying Official"** will always be the accompanying official usually nominated by the Control Works Inspector (Maintenance) on the service or repair sheet.
- 1.1.4 **"Day"** represents a minimum of 24 (twenty-four) hours.
- 1.1.5 **"Subsistence allowance"** is an allowance granted, while travelling or working on site. This allowance is paid additional to normal or overtime rates when a contractor has to overnight away from his base station.
- 1.1.6 **"Artisan"** means a person with a certificate of competency, recognised by the Ministry of Labour and Manpower for the purpose of being qualified to perform the specific task of an artisan.

**NOTE: Bidders must please take note of the 'Artisans' allowed to work on the equipment described in Section 4 of this Bid. (See 4.3)**

- 1.1.8 **THIS DOCUMENT, WITH ITS FULL TEXT, WILL THUS SERVE AS A CONTRACT.**
- 1.1.9 **ALL RELEVANT PAGES OF THIS DOCUMENT MUST BE FILLED IN AND ALL PAGES MUST BE INITIALLED, NOT DOING SO WILL INVALIDATE THIS BID.**
- 1.2.2 Claims for preferences can only be considered if documentary proof is submitted.

#### **1.3 GENERAL PROCEDURES OF WORK**

- 1.3.1 No furniture is to be used as a stepladder on which to stand while removing or repairing items from walls. All small items such as tables, chairs, curtains and blinds are to be removed out of rooms where work is to be done and placed in corridors or where directed and covered with dust sheets if so desired.

- 1.3.2 Heavy items such as cupboards, safes and cabinets are to be moved as necessary and covered with dustsheets to protect such items from damage or staining, etc. On completion, all items are to be dusted and cleaned and replaced to original position.
- 1.3.3 Contractors will be held responsible for repairs or replacement or as instructed by the Inspector to any of the items damaged during the operation.
- 1.3.4 On completion, the premises are to be left in a clean and orderly manner to the satisfaction of the Official in charge.
- 1.3.5 Work in progress must under all circumstances and at all times be open for inspection by a duly authorised official.

#### **1.4 BASIS OF BIDDING**

- 1.4.1 Contractors shall bid for materials required and permanently installed on the basis of the following:
- 1.4.2 Contractors will be reimbursed on the basis of material invoices submitted for materials required and permanently installed. Such invoices shall reflect the appropriate discount on the valid materials/spares price list.
- 1.4.3 **Work will be equally distributed amongst the three lowest contractors based on their availability and capability to do the work.**

#### **1.5 SUBSISTENCE AND TRAVEL REIMBURSEMENT**

Contracts are on the following basis:

- 1.5.1 If work is to be carried out by the contractor on his own premises, delivery and removal of equipment to be repaired/overhauled, may be the responsibility of the State, or the contractor, as ordered by the Official in Charge.
- 1.5.2 If equipment is to be repaired/overhauled within and up to a distance of **50 km radius** from the contractor's premises, travel or transport costs will be at the expense of the contractor and provision has to be made in his labour rates, for these kilometers travelled.
- 1.5.3 If equipment is to be repaired/overhauled outside a distance of **50-km radius** from the contractor's premises, travel or transport costs will be at the expense of the State as indicated by the contractor. **The costs are calculated for kilometers travelled outside the 50-km radius.**
- 1.5.4 The contract prices are based on a definite **fixed** flat rate including any surcharge for cleaning and workshop materials, per working hour for:
- 1.5.5 One artisan (skilled labour) plus one labourer (unskilled labour): straight time and overtime.

One artisan only: straight time and overtime.

One labourer only: straight time and overtime.

1.5.6 Travelling rates are applicable for workmen travelling from the contractor's premises only when the radial distance from such premises is greater than 50 km, and provision has to be made in the contractor's labour rates for these travelling costs. **Travelling costs are calculated for kilometers travelled outside the 50-km radius.**

1.5.7 When the contractor, due to the nature of the work to be carried out is required to stay overnight, he shall obtain prior approval from a duly authorised official. The contractor will be reimbursed at the bid rates submitted for subsistence.

1.5.8 All bid rates for working time, travelling time and subsistence are considered to be **FIRM** and no adjustment whatsoever will be considered in respect thereof.

**1.6 TRANSPORT**

1.6.1 No additional charges will be allowed for drivers and/or assistants, and provision must be made if necessary in the kilometer rate.

**1.7 RATES**

**Division Technical and Maintenance Services has provided rates under Bid rates as benchmarking. Thus the bidders are requested to submit their bids within the threshold given for consideration.**

1.7.1 Overtime must be ±15 percentage of the relevant benchmark rates **under Bid Rates.**

1.7.2 Straight travel time must be ±15 percentage of the relevant benchmark rates **under Bid Rates.**

1.7.3 Overtime travel time must be ±15 percentage of the relevant benchmark rates **under Bid Rates.**

1.7.4 Travel time formula

The following formulas will be used to calculate travel time:

For vehicles up to and including 3 ton:

$$\frac{\text{DISTANCE KM TRAVELLED}}{100} \text{ multiplied by the applicable hourly rate}$$

For vehicles above 3 ton:

$$\frac{\text{DISTANCE KM TRAVELLED}}{80} \text{ multiplied by the applicable hourly rate}$$

**1.8 SITE MAINTENANCE**

1.8.1 During the progress of the work and at the completion thereof, the Site shall be kept and left in a clean and orderly condition to the satisfaction of the Inspector. The contractor shall at all times store materials and equipment for which he is responsible in an orderly manner and shall keep the premises free from debris and obstruction.

**1.9 SAFETY**

1.9.1 The contractor shall observe proper and adequate safety measures and precautions on the site at all times. Where adequate safety measures and precautions are not being observed, the Inspector may order the contractor to comply with minimum safety requirements at the contractor's expense and compliance with such an order will not absolve the contractor from any of his responsibilities and obligations under the contract or in terms of the Labour Act, 1992: Regulations Relating to Health and Safety of Employees at Work. (Government Gazette No. 1617).

**1.9.2 RELEVANT ACTS, REGULATIONS AND STANDARDS**

All work and materials shall comply with the terms and provisions of the latest amendment of edition of the following:

Labour Act, 1992: Regulations Relating to Health and Safety of Employees at Work. (Government Gazette No. 1617).

Standard Specification for Electrical Work, Works Specifications 20 (WS20).

The Code of Practice for the Wiring of Premises, South African Bureau of Standards 0142 (SABS 0142), and

The relevant South African Bureau of Standards (SABS), British Standard (BS), the International Electrical Code (IEC) and other supporting specifications referred to herein.

Standard Specification for Civil Work: Works Specifications 1 (WS1).

**1.10 PENALTY CLAUSE**

1.10.1 In submitting Bids, all contractors hereby accept the following PENALTY CLAUSE:

1.10.2 When a contractor accepts an assignment with the contract amount, the contract period and/or the contract completion date fixed, and the contractor then defaults by not completing the project within such a time or such extended time as may have been granted to him, then the Government, at its own discretion, reserves the right to impose penalties on the defaulting contractor.

1.10.3 The penalty will be calculated according to the following formula:

$$\text{PENALTIES} = \frac{\text{Total contract value}}{\text{Contract period (days)}} \times \frac{\text{Number of days of}}{\text{late completion}}$$

1.10.4 The penalty will not exceed more than 25% (twenty five percent) of the contract value, and such penalty will be deducted from the Final Value of the Contract before any moneys due to the contractor are paid out to him.

1.10.5 In addition to the above, the Government reserves the right, if in his sole discretion the contractor is not making suitable and diligent progress, to give notice to the contractor to cease further execution of the work, to measure up and price according to the bid everything done and pay the



contractor whatever is due according to such calculation. In such a case the contractor will also be reported to the Procurement Policy Unit as not having been able to execute work for which he has bid.

### **1.11 VALUE ADDED TAX**

1.11.1 Value added Tax (VAT) should be **included** in **all** the rates (Kilometer rates, working time rates, overtime rates, travelling time rates and subsistence rates). VAT shall also be **included** in **all** prices claimed for materials, parts and spares. **No separate charges for VAT will be accepted.**

### **1.12 HANDLING CHARGES**

1.12.1 Handling charges may only be charged (**Maximum of 15 %**) on parts and materials if bought from a third party. Handling charges must be indicated on the price schedule. If handling charges are claimed, a copy of the buy-out invoice must be attached to the contractor's invoice. **Failure to attach the buy-out invoice will result in the handling charges not being paid.** In any other instance, the payment of handling charges will not be considered. No handling charges will be allowed on stock items.

1.12.2 Handling charges is to be shown as one amount on the invoice, for all items of material supplied.

1.12.3 Stock items are to be clearly indicated on invoices.

### **1.13 CLEANING MATERIAL AND SUNDRIES**

1.13.1 No additional costs may be charged for cleaning materials used during the completion of a job. Costs for cleaning materials are to be included in the labour rates (see also point 1.5.4).

1.13.2 No extra costs may be claimed for sundries and shop supplies/items. These costs must be included in the labour rates. (see also point 1.5.4).

## **2. ADDITIONAL BID CONDITIONS**

### **2.1 PREMISES**

2.1.1 The Bidder must state that he has a place of business with a telephone **AND** a facsimile machine for communication purposes, manned at all times during working hours, and at least a self-answering device in operation after normal working hours.

2.1.2 The bidder must further undertake to have an artisan available at all times, including after hours, weekends and public holidays, to attend to urgent and essential repairs.

2.1.3 For each Home Base the bidder must prove that he has a suitable workshop with the required equipment to do the maintenance bidding for, each Home Base must have its own workforce consisting of at least one qualified artisan and one labourer. The names of this workforce may only be used at one Home Base only. This must be specified and available for inspection by the Ministry, prior to approval of the bid document and at any time after acceptance. Under no circumstances will it be allowed to use the same workforce on more than one Home Base. All personnel must be in the employment of

the contractor. If the names of unemployed personnel artisans/engineers etc. are used to gain access to the bid the offer will be disregarded and the Bidder will be disqualified.

2.1.4 If and where a contractor has permission from his local Municipality to do business from a private residence, the Workshop must be accessible from the street. The Workshop must also be equipped with its own telephone, fax and answering machines.

2.1.5 Under no circumstances will any contractor/bidder be allowed to share a Workshop with another contractor. Contractors are allowed to hire or rent premises as long as the business is registered in the contractor's name.

## **2.2 TRANSPORT**

2.2.1 The bidder must prove that he has suitable vehicles to do his work for the area bidding for. Contractor must be able to submit proof of valid lease agreement or ownership of vehicle (registration certificates etc.)

## **2.3 SERVICE EXCHANGE PARTS**

2.3.1 A list of service exchange parts on stock should be attached to bid documents as it may influence the bid evaluation.

## **2.4 PROCEDURES OF WORK**

2.4.1 Any repair/overhaul work for which the contractor has catered shall be on the basis of all work to be carried out by the contractor himself. **No sub-contract will be allowed, except with the explicit prior approval of a duly authorised official.** Contractors will not be entitled to any levy or handling fee on such approved sub-contract work.

2.4.2 If proven guilty of any malpractice or overcharging the State for hours NOT actually worked, charging the State for material not actually installed or used in the completion of a job, the contractor will be severely penalized. i.e. the contract with the contractor is liable to be suspended for any period the Procurement Management Unit may decide upon.

2.4.3 The calculation of bid prices must be done at prices applicable as and on seven days prior to the closing date of this bid.

2.4.4 The Ministry reserves the right to stop or suspend any work should the workmen on site not be considered qualified.

2.4.5 Should the contractor not have the required staff in his employ, (or not being personally qualified to carry out the work) the contract will be considered null and void and the matter will be reported to Procurement Management Unit.

2.4.6 The contractor is responsible to ensure that work places are safeguarded against accidents.

2.4.7 All work to be carried out is to be completed within a reasonable acceptable time period.

**2.5 NO WORK SHALL, OR MAY, COMMENCE WITHOUT THE FOLLOWING:**

- 2.5.1 A written, specified official order by a duly authorised official authorising the contractor to carry out the work. Exceptions may be made in **emergencies**, over weekends or after official working hours. In case of an emergency, confirmed verbal instructions be given to the contractor by the Official in Charge. Such an instruction **must** be followed by an official order the next working day.
- 2.5.2 A site handover certificate signed by the duly authorised official and the contractor stipulating the date of commencement and the date of completion.

**2.6 NO WORK SHALL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING HAS BEEN COMPLIED WITH:**

- 2.6.1 An inspection has been carried out by the official in charge and a Certificate of Completion has been issued stating that the work was satisfactory.
- 2.6.2 The contractor shall submit the following with every invoice:
- A full description of the service rendered.
  - A complete list of all spares used, with their prices.
  - A copy of payment certificates for approved sub-contract work.
  - A copy of payment certificates for buy-outs.
  - A copy of any relevant quotation
  - A test report with respect to the work carried out.
- After completion of work, a work report of standard format is to be submitted to the official in charge.
- 2.6.3 These reports shall be in the format as prescribed by the Department and the inspection shall be witnessed by a duly authorised official of the Department.
- 2.6.4 A final certificate of completion will be issued by the official in charge after retention period of 12 (twelve) months.
- 2.6.5 All repair/overhaul work must be guaranteed, in writing, for a period of 12 (twelve) months. Work shall be guaranteed against faulty material and poor workmanship. The guarantee period of 12 (twelve) months shall commence on the date on which the completion certificate is signed by the duly authorised official and contractor.
- 2.6.6 All new installations must be guaranteed for a period of 12 (twelve) months and shall allow for 3 (three) guarantee services, for each 4 months of the 12 months period.
- 2.6.7 Where the value of the allocated work exceeds N\$ 100,000.00 (hundred thousand Namibian Dollars) retention of 5% (five percent) of the Final Value of the work shall be

held for a period of 12 (twelve) months after the date of issue of the Certificate of practical Completion.

**2.7 COMMENCEMENTS AND COMPLETION OF WORK**

2.7.1 The contractor is to inform the Official in Charge of the time of commencement of work.

2.7.2 All work deemed as emergencies must commence within 24 (twentyfour) hours after receipt of the order issued by the duly authorised official. If the contractor does not comply with this, Government may cancel that order and issue an order to another contractor. For any other work that must commence within 24 hours, as ordered by the Official in Charge, the contractor must be notified in writing.

2.7.3 All other work must commence within 72 (seventytwo) hours after receipt of the order or on the date agreed by on the handover certificate. If the contractor does not comply with this, the Government may cancel that order and issue an order to another contractor.

2.7.4 The contractor is to inform the Official in Charge on the completion of work.

**2.8 PROCEDURES IN GENERAL**

2.8.1 The contractor will be responsible for arranging monthly site meetings with a minimum time lapse of once a month, with the official in charge. The contractor will keep minutes of such meetings and such minutes will constitute a true record of the major projects (exceeding N\$ 100,000.00).

2.8.2 Should a contractor during the course of a project realise that he is unable to stay within the allocated contract period due to an occurrence beyond his control he shall request in writing an extension of time and explain what happened as well as his own actions in attempting to recover the time lost.

2.8.3 In cases where the buildings are in occupation during the course of the contract, the work shall be carried out in such a manner as will cause the least inconvenience to the occupants, and allow for the work being completed expeditiously, with the biggest area of the premises as will best be suited to the occupants to be taken over at a time.

2.8.4 In addition to the above, the instructions of the official in charge shall be complied with as regards the carrying out of any portions of the work which, in his opinion, requires to be expedited, and priority shall be given to such work as and when directed.

2.8.5 Small works for which the labour content charges is less than N\$ 4,000.00 (four thousand Namibian Dollars) is not required to be guaranteed in writing, but should any defects occur within 12 (twelve) months of completion, as a result of poor workmanship or poor quality of materials, the contractor shall repair such defects at his own expense to the satisfaction of the official in charge.

**2.9 GENERAL NOTE**

- 2.9.1 All materials and equipment used in servicing the above equipment shall comply in all respects with the conditions of the pertinent manufacturer.
- 2.9.2 The service contractor shall furnish a certificate of competency issued by an approved authority of the relevant Local Authority where his premise is situated.  
**(Non-compliance may lead to disqualification of offer)**
- 2.9.3 All work shall be carried out according to accepted Engineering Standards (see also clause 1.9.2) and to the satisfaction of the Official in Charge. Poor workmanship will not be accepted and any work not completed to the satisfaction of the Official in Charge, will be reported to the Procurement Policy Unit.
- 2.9.4 The service contractor shall maintain proper service records of all the units.  
  
These records must be available for inspection at all times.
- 2.9.5 Attached Service Report to be completed in full by Service Contractor after each service.
- 2.9.6 These service reports shall indicate the condition in which the equipment was found, action taken, recommended further action necessary, parts requirements for such further action and general remarks.
- 2.9.7 **All removed or replaced material, spares, pieces of equipment, complete or disassembled, are the property of the Government and must be handed to the 'Officer in Charge', who will dispose of them according to Treasury Instructions.**
- 2.9.8 The Bid makes provision for the supply of parts for the equipment as described in the heading of the bid. Parts in this instance are regarded as pieces of equipment, spares, material and tools that essentially forms part of a functional mechanical/electrical unit and is required to make the mechanical/electrical unit operational.

**3. DESCRIPTION OF REGION**

**NOTE :** This Bid is called for the **Kunene Region** being served by the Division Technical and Maintenance Services delegated to Kunene Regional Council.

Any bidder may bid for Kunene Region. He may however also bid for a single Constituency within Kunene Region.

**AREA (Kunene Region)**

UNDER THE JURISDICTION OF THE REGIONAL OFFICE **OPUWO**, CONSISTS OF THE FOLLOWING CONSTITUENCIES:

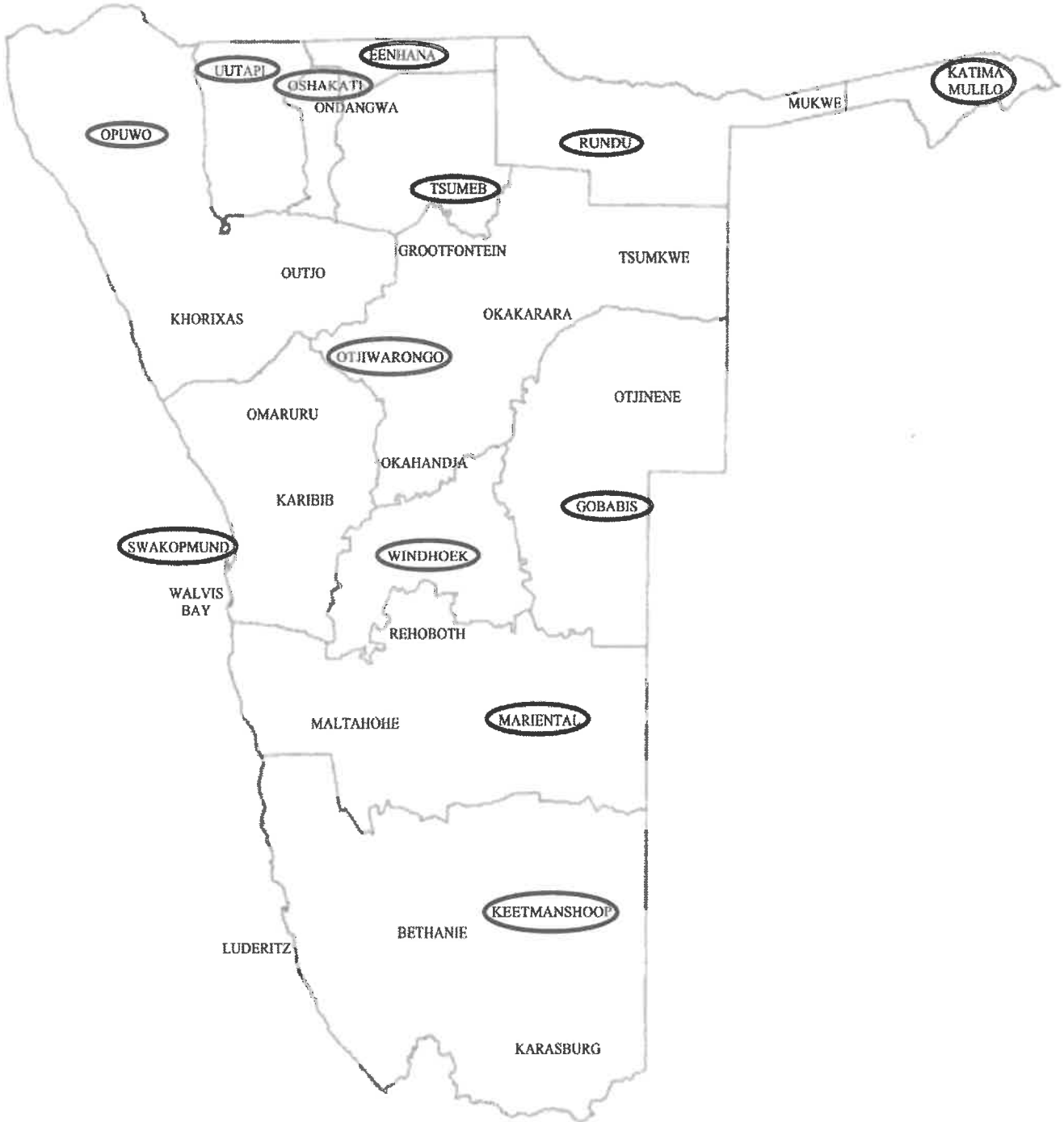
KUNENE Region consisting of the

CONSTITUENCIES:

OPUWO URBAN  
OPUWO RURAL  
OUTJO  
EPUPA  
SESFONTEIN  
KAMANJAB  
KHORIXAS

(SEE ATTACHED MAP)

## AREA MAP REGIONAL OFFICES (NEW)



**4. SPECIFICATION OF BID: W/ONB/KRC/M002/2024 - KUNENE REGION.**

**4.1 THIS BID CALLS FOR THE REPAIR, OVERHAUL, MOUNT, INSTALL AND COMMISSION, TEST-RUN, FAULT FINDING, INSPECT AND REPORT, SERVICE AND SUPPLY OF PARTS FOR THE FOLLOWING EQUIPMENT**

**A. Domestic and Commercial Kitchen/Catering and Laundry equipment**

(Bidders may bid for individual items and each item is to be clearly marked "Yes" or "No")  
 YES/NO

- 1. All types of industrial & commercial stoves & ovens (electric, gas, diesel etc.) .....
- 2. Tilting frying pans .....
- 3. Convection ovens and microwave ovens .....
- 4. Bain Maries .....
- 5. Potato peelers and chips makers .....
- 6. Bread and polony slicers .....
- 7. Mixing Machines .....
- 8. Deep fat fryers .....
- 9. Dishwashers .....
- 10. All types of Boiling Pots .....
- 11. All types of Ovens .....
- 12. Hot Water Urns (Fixed) .....
- 13. Roof Extract Fans .....
- 14. Kitchen canopies and flue pipes .....
- 15. All types of domestic washing machines and tumble dryers .....
- 16. All types of domestic ironers .....
- 17. Any other appliances or equipment that can be categorised under above.....

**B. Specialised Kitchen Equipment**

- 1. Conveyor Belts (Kitchen) .....
- 2. Pac-Mat Machines .....
- 3. Dishwashers .....
- 4. Dishwashers (Conveyor Type) .....

**c.-Specialised Laundry Equipment**

- 1. Washing Machines .....
- 2. Hydro extractors .....
- 3. Tumble dryers .....
- 4. Irons and Ironing Machines .....

(A list of specialised laundry equipment is attached as annexure "B")



## 4.2 SPECIAL REQUIREMENTS

### 4.2.1 Equipment Prescribed

It is a special Condition of the Bid that the CONTRACTOR has the following equipment available at all times when working on the above equipment:

- 4.2.1.1 Megger
- 4.2.1.2 Multi Tester
- 4.2.1.3 Bearing and Pulley Pullers
- 4.2.1.4 Gas and Electric Welding Sets
- 4.2.1.5 Portable press

### 4.3 Artisans to Work on Equipment

It is a special condition of this contract that only the following artisans are permitted to work on the above equipment:

- 4.3.1 Mechanical Engineering trades
- 4.3.2 Electrical Engineering trades

#### 4.3.3 **The only qualifications that will be accepted are Trade Diplomas/Certificates, Engineering Technician Diplomas or completed Apprenticeships.**

#### 4.3.4 **Bidders must take note:**

4.3.4.1 During the evaluation of the Bid, firms who employ Artisans with Trade Diplomas/Certificates, will receive preference in all instances.

4.3.5 **Certified copies of artisan qualifications are to be attached at the back of the Bid document. Failure to do so will result in disqualification of the Bidder.**

4.3.6 Contractors must submit proof of employment from Social Security Commission of qualified artisans in his employment, for which certificates has been attached. Failure to do so will result in disqualification of the bid.

4.3.7 Artisans must have experience in the repair and maintenance of the equipment listed above. Details of previous experience is to be listed in annexure 'A'.

#### 4.3.8 **Specialised Training/Experience**

4.3.8.1 If bidding for items under "Specialised Equipment", Bidders should submit details of specialised training and experience on attached annexure 'A'. Failure to do so will disqualify the Bidder for working on "Specialised Equipment".

**4.4 Standard Tools and Equipment available**

4.5 It is required that the bidder indicates on the attached list of standard hand tools, these tools that are available for his artisans, in his workshop or during trips. These tools must at all reasonable times be available for inspection.

NOTE: This will be taken into consideration during the evaluation of the bid.

4.6 Any other specialised equipment and or hand tools not listed in the bid document must be listed below.

.....

.....

.....

.....

.....

.....

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.....

## 4.7 STANDARD HAND TOOLS FOR ARTISANS

NAME	SIZE OR DESCRIPTION	YES	NO
VERNIER	150 mm		
MICROMETER	0 – 100 mm		
THREAD FILES	METRIC		
THREAD FILES	AF		
FLAT SCREW DRIVERS	SET OF SIX (6) Assorted sizes		
CROSS SCREW DRIVERS	SET OF FOUR (4) sizes 0~3		
UTILITY KNIFE			
CIRCLIP PLIERS-OUTSIDE	100.& 180 mm		
CIRCLIP PLIERS-INSIDE	100 & 180 mm		
SIDE CUTTER	100 & 200 mm		
WATERPUMP PLIERS	200 mm		
FENCING PLIERS	200 mm		
LONGNOSE PLIERS	100 & 200 mm		
VICE GRIP	150 AND 200 mm		
RING OPEN END SPANNERS	SET EACH METRIC 6~32 mm		
RING OPEN END SPANNERS	SET EACH AF ¼~1 Inch		
SOCKET SPANNERS	SET EACH METRIC 6~32 mm		
SOCKET SPANNERS	SET EACH AF ¼~1 Inch		
SHIFTING SPANNER	200 & 300 mm		
PIPE WRENCH	300 mm		
COLD CHISELS	SETOF FOUR (4) 10~20mm		
PIN PUNCHES	SET of six (6) 3~10 mm		
BALLPEIN HAMMER	200 & 500 g		
RUBBER HAMMER			
ALLEN KEYS	SET EACH METRIC 2~10 mm		
ALLEN KEYS	SET EACH AF 1/16~1/2 Inch		
CENTRE PUNCH			
HACKSAW			
TINSNIP	300 mm		
STEEL SET SQUARE	100 & 150 mm		
MEASURING TAPE	5 m		
FEELER GAUGE	METRIC 20 blade		
FEELER GAUGE	AF 20 blade		
COMBINATION SQUARE			
WRECKING BAR			
WIRE STRIPPER			
CABLE EXTENSION	10 meters		
CRIMPING TOOL			
SET DRILLS STEEL	1~13 mm		
SET DRILLS MASONARY	5~10 mm		
ELECTRIC HAND DRILL	CHUCK SIZE 1~13 mm		
FLAT FILES (MEDIUM)	SET OF THREE (3) 150~300 mm		
ROUND FILES	SET OF THREE (3) 150~300 mm		
SPIRIT LEVEL	250 & 600 mm		

## 5. PRICE SCHEDULES – W/ONB/KRC/M002/2024 - KUNENE REGION.

Note: The base of operation must be filled in for each constituency. Non-completion may jeopardize the awarding of the Bid. False or incorrect information entered on this table will lead to disqualification of bidder, such as workshops/home basis that does not exist.

### 5.1 \* **NOTE:** See explanatory notes and example below table

Constituency	Name of base of Operation (Home Base)
Sesfontein	
Opuwo	
Khorixas	
Otuani	
Outjo	
Kamanjab	
Epupa	

#### **NOTES:**

Bidders must indicate clearly for which Constituency they bid.

They must clearly indicate next to **each Constituency** where their Home Base is situated. (Some Bidders fill in the home base only once, next to the constituency they operate from. This sometimes leads to confusion as to whether the bidder only bids for his home district or for the others as well).

**Bidders must note:**

**If it is stated in the above table that a Bidder has a base station at any of the mentioned districts, and an inspection reveals this to be untrue, the Bidder's offer will be evaluated from his actual base station.**

#### **SPECIAL NOTICE TO BIDDERS**

Bidders that bids for more than one Constituency must have a fully equipped Workshop with its own qualified artisan/s and at least one foreman for each home base. If and where the names of artisan/s or foreman appears on more than one Home Base, only one Home Base will be awarded to the contractor. (The Home Base they normally operate from).

## BID RATES

### NOTES

1. The following labour rates must be INCLUSIVE of all labour costs such as social security costs, pensions, bonuses and the likes.
2. The labour rates must also be INCLUSIVE of all supervision costs, foremen cost and the PROFIT on labour, as no extra costs in connection herewith will be payable. The rates provided below are market related. Therefor bidder rate shall be  $\pm 15\%$  of the Average Labour rates provided below.

#### Labour Rates

Artisan Per Hour	N\$ 184.91
Labourer Per Hour	N\$ 84.44

#### Travelling time rate

Artisan Per Hour	N\$ 184.91
Labourer Per Hour	N\$ 84.44

#### Subsistence Allowance rate

Artisan Per Day	N\$ 702.50
Labourer Per Day	N\$ 702.50

#### Overtime rate

Artisan Per Hour	N\$ 227.34
Labourer Per Hour	N\$ 126.66

#### Travelling Rate

Kilometer rate (for Vehicle up to 1ton):	N\$ 10.70
Kilometer rate (for Vehicle from 1 – 3 ton):	N\$ 18.69
Kilometer rate (for Vehicle from 3 – 7 ton):	N\$ 26.68

Kilometre rate for transport of material and labour for journeys where distance is more than 25 kilometres radius from the Home Base or Branch Office can only be claimed (i.e. kilometre return journey)

**5.1.2 BID RATES**

5.1.2.1	<b>TRAVELLING</b>	<b>N\$</b>	<b>C</b>
	Vehicle up to & incl. 1 ton (N\$/km)		
	Vehicle above 1 ton & incl. 3 ton (N\$/km)		
	Vehicle above 3 ton & incl. 7 ton (N\$/km)		
5.1.2.2	<b>TRAVEL TIME RATES</b>		
	Artisan only		
	Labourer only		
	Artisan & Labourer		
5.1.2.3	<b>WORKING RATES</b>		
	Artisan		
	Labourer		
	Artisan & Labourer		
5.1.2.4	<b>OVERTIME</b>		
	Artisan only		
	Labourer only		
	Artisan & Labourer		
5.1.2.5	<b>OVERNIGHT SUBSISTENCE RATES</b>		
	Artisan only		
	Labourer only		
	Artisan & Labourer		
5.1.2.6	<b>HANDLING CHARGES ON BUY-OUTS</b>		
	%		

**NOTE:** See General Conditions of Bid; Point 1.12 on all handling charges.

**5.1.3 INFORMATION ON FIRM**

Name: .....

Street Address or description of locality: .....

.....

Postal Address: .....

Telephone No: .....

Fax. No: .....

Cell No: .....

**5.1.3.1 PERSONNEL**

Artisan's Name

Trade

1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

## **Drawings**

*Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section.*



## **Supplementary Information**

*[Insert any additional supplementary information]*

## **PART 3 – Conditions of Contract and Contract Forms**

## Section VI - General Conditions of Contract

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## General Conditions of Contract

### A. General

#### 1. Definitions

1.1 Boldface type is used to identify defined terms.

- (a) The Accepted Contract Amount means the amount accepted in the Notification of award for the execution and completion of the Works and the remedying of any defects.
- (b) The Activity Schedule is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity.
- (c) The Adjudicator is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- (d) Bill of Quantities means the priced and completed Bill of Quantities forming part of the Bid.
- (e) Compensation Events are those defined in GCC Clause 41 hereunder.
- (f) The Completion Date is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
- (g) The Contract is the Contract between the Employer and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- (h) The Contractor is the party whose Bid to carry out the Works has been accepted by the Employer.
- (i) The Contractor's Bid is the completed bidding document submitted by the Contractor to the Employer.
- (j) The Contract Price is the Accepted Contract Amount stated in the Notification of award and thereafter as adjusted in accordance with the Contract.
- (k) Days are calendar days; months are calendar months unless otherwise stated.
- (l) Dayworks are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- (m) A Defect is any part of the Works not completed in accordance with the Contract.

- (n) The Defects Liability Certificate is the certificate issued by Project Manager upon correction of defects by the Contractor.
- (o) The Defects Liability Period is the period **named in the SCC** pursuant to Sub-Clause 33.1 and calculated from the Completion Date.
- (p) Adjudicator means the single person appointed under Clause 23.
- (q) Drawings means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Employer in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- (r) The Employer is the party who employs the Contractor to carry out the Works, **as specified in the SCC**.
- (s) Equipment is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
- (t) "In writing" or "written" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- (u) The Initial Contract Price is the Contract Price listed in the Employer's Notification of award.
- (v) The Intended Completion Date is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- (w) Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- (x) Plant is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- (y) The Project Manager is the person **named in the SCC** (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- (z) SCC means Special Conditions of Contract
- (aa) The Site is the area **defined as such in the SCC**.
- (bb) Site Investigation Reports are those that were included in

the bidding documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

- (cc) Specification means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- (dd) The Start Date is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- (ee) A Subcontractor is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- (ff) Temporary Works are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- (gg) A Variation is an instruction given by the Project Manager which varies the Works.
- (hh) The Works are what the Contract requires the Contractor to construct, install, and turn over to the Employer, **as defined in the SCC**.

- 2. Interpretation**
- 2.1 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 2.2 If sectional completion is **specified in the SCC**, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3 The documents forming the Contract shall be interpreted in the following order of priority:
- (a) Agreement,
  - (b) Notification of award,
  - (c) Contractor's Bid,
  - (d) Special Conditions of Contract,
  - (e) General Conditions of Contract,
  - (f) Specifications,

- (g) Drawings,
- (h) Bill of Quantities,<sup>8</sup> and
- (i) any other document **listed in the SCC** as forming part of the Contract.
- 3. Language and Law** 3.1 The language of the Contract must be English and the law governing the Contract is the Law of Namibia.
- 4. Project Manager's Decisions** 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.
- 5. Delegation** 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.
- 6. Communications** 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing to the addresses **specified in the SCC**. A notice shall be effective only when it is delivered.
- 7. Subcontracting** 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.
- 8. Other Contractors** 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.
- 9. Personnel and Equipment** 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

<sup>8</sup> *In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule."*



- 10. Employer's and Contractor's Risks**
- 10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.
- 11. Employer's Risks**
- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Employer's risks:
- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
    - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
    - (ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.
  - (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Employer's risk except loss or damage due to
- (a) a Defect which existed on the Completion Date,
  - (b) an event occurring before the Completion Date, which was not itself an Employer's risk, or
  - (c) the activities of the Contractor on the Site after the Completion Date.
- 12. Contractor's Risks**
- 12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.
- 13. Insurance**
- 13.1 The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
- (a) loss of or damage to the Works, Plant, and Materials;

- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- (d) personal injury or death.

13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval within 21 days after issue of notification of award. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

13.3 If the Contractor does not provide any of the policies and certificates required, the Employer may affect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

13.4 Alterations to the terms of insurance shall not be made without the approval of the Project Manager.

13.5 Both parties shall comply with any conditions of the insurance policies.

13.6 The policies which are in the joint names of the Contractor and the Employer shall contain a clause to include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Employer.

**14. Site Data**

14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

**15. Contractor to Construct the Works**

15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

**16. The Works to Be Completed by the Intended Completion Date**

16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

**17. Approval by the Project Manager**

17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.

17.2 The Contractor shall be responsible for design of Temporary

Works.

- 17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.
- 18. Safety** 18.1 The Contractor shall be responsible for the safety of all activities on the Site.
- 19. Discoveries** 19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.
- 20. Possession of the Site** 20.1 The Employer shall, after receiving the Performance security, the insurance covers and the Program for the Works all as per requirements, give possession of all parts of the Site to the Contractor within thirty days for execution of works in accordance to the Program for the Works. If possession of a part is not given by the date **stated in the SCC**, the Employer shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.
- 21. Access to the Site** 21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.
- 22. Instructions** 22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.
- 22.2 The Contractor shall permit persons appointed by the Employer to inspect the Site and/or the accounts and records of the Contractor and its sub-contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Employer if required by the Employer. The Contractor's attention is drawn to Sub-Clause 57.1 which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under Sub-Clause 22.2 constitute a prohibited practice subject to contract termination.
- 23. Appointment of the Adjudicator** 23.1 The Adjudicator shall be appointed jointly by the Employer and the Contractor, at the time of the Employer's issuance of the Notification of award. If, in the notification of award, the

Employer does not agree on the appointment of the Adjudicator, the Employer will request the Appointing Authority **designated in the SCC**, to appoint the Adjudicator within 15 days of receipt of such request.

23.2 Should the Adjudicator resign or die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator shall be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 30 days of receipt of such request.

#### **24. Procedure for Disputes**

24.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 15 days of the notification of the Project Manager's decision.

24.2 The Adjudicator shall give a decision in writing within 30 days of receipt of a notification of a dispute.

24.3 The Adjudicator shall be paid by the hour at the **rate specified in the SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within thirty (30) days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above thirty (30) days, the Adjudicator's decision shall be final and binding.

24.4 The arbitration shall be conducted in accordance with the arbitration procedures published by the institution named and the place specified **in the SCC**.

### **B. Time Control**

#### **25. Program**

25.1 Within the time **stated in the SCC**, after the date of the Notification of award, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.

25.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

- 25.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period **stated in the SCC**. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount **stated in the SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 15 days of being instructed to by the Project Manager.
- 25.4 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.
- 26. Extension of the Intended Completion Date**
- 26.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event(as defined in GCC 41) occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
- 26.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.
- 27. Acceleration**
- 27.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Employer and the Contractor.
- 27.2 If the Contractor's priced proposals for acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.
- 28. Delays Ordered by the Project Manager**
- 28.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.
- 29. Management Meetings**
- 29.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a

management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

29.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

### **30. Early Warning**

30.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

30.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

## **C. Quality Control**

### **31. Identifying Defects**

31.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

### **32. Tests**

32.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

### **33. Correction of Defects**

33.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is **defined in the SCC**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

33.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

- 34. Uncorrected Defects** 34.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager’s notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

#### **D. Cost Control**

- 35. Contract Price** 35.1 In the case of an admeasurement contract, the Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

- 35.2 In the case of a lump sum contract, the Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to prepare interim valuations of works done.

Any errors or inconsistencies including front loading detected in the Activity Schedule at any time during the execution of the project shall be resolved as directed as by the Project Manager.

- 36. Changes in the Contract Price** 36.1 In the case of an admeasurement contract:
- (a) If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change.
  - (b) The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Employer.
  - (c) If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

- 36.2 In the case of a lump sum contract, the Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor’s own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

- 37. Variations** 37.1 All Variations shall be included in updated Programs, and, in the case of a lump sum contract, also in the Activity Schedule, produced by the Contractor.
- 37.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the

quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

37.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

37.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

37.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

37.6 In the case of an admeasurement contract, if the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 38.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.

**38. Cash Flow  
Forecasts**

38.1 When the Program, or, in the case of a lump sum contract, the Activity Schedule, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

**39. Payment  
Certificates**

39.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.

39.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

39.3 The value of work executed shall be determined by the Project Manager.

39.4 The value of work executed shall comprise:

(a) In the case of an admeasurement contract, the value of the quantities of work in the Bill of Quantities that have been completed; or

(b) In the case of a lump sum contract, the value of work executed shall comprise the value of completed activities in



the Activity Schedule.

- 39.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 39.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 39.7 Unless **otherwise specified in the SCC** Interim Payment may be made for Plant and Material delivered on site ready for incorporation within reasonable period of time in the permanent works, subject to the Contractor transferring ownership to the Employer and providing, where applicable, the right of the transfer of ownership vested upon the Contractor by its supplier.

Notwithstanding the transfer of ownership the responsibility for care and custody thereof together with the risk of loss or damage thereto shall remain with the Contractor until taking over of the works or part thereof in which such Plant and Materials are incorporated and shall make good at its own cost any loss or damage that may occur to the works or part thereof from any cause whatsoever during such period prior to the taking over.

#### 40. Payments

- 40.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest at the legal rate.
- 40.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 40.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions to the Contract Price.
- 40.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

#### 41. Compensation Events

- 41.1 The following shall be Compensation Events:

- (a) The Employer does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
- (b) The Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- (e) The Project Manager unreasonably does not approve a subcontract to be let.
- (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Notification of award from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
- (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- (i) The advance payment is delayed.
- (j) The effects on the Contractor of any of the Employer's Risks.
- (k) The Project Manager unreasonably delays issuing a Certificate of Completion.
- (l) In situations of Force Majeure which makes the contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. Such events shall be limited to:
  - (a) reason of any exceptionally adverse weather conditions (as specified in the BDS) and

- (b) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works.

41.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

41.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

41.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

#### 42. Tax

42.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

#### 43. Currencies

43.1 Where payments are made in currencies other than the currency of the Employer's country **specified in the SCC**, the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor's Bid.

#### 44. Price Adjustment

44.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c \text{ Imc/Ioc}$$

where:

$P_c$  is the adjustment factor for the portion of the Contract Price payable in a specific currency “c.”

$A_c$  and  $B_c$  are coefficients<sup>9</sup> **specified in the SCC**, representing the nonadjustable and adjustable portions, respectively, of the Contract Price payable in that specific currency “c;” and

$I_{mc}$  is the index prevailing at the end of the month being invoiced and  $I_{oc}$  is the index prevailing 28 days before Bid opening for inputs payable; both in the specific currency “c.”

44.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

#### 45. Retention

45.1 The Employer shall retain from each payment due to the Contractor the proportion **stated in the SCC** until Completion of the whole of the Works.

45.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an “on demand” Bank guarantee.

#### 46. Liquidated Damages

46.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.

46.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by

<sup>9</sup> *The sum of the two coefficients  $A_c$  and  $B_c$  should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the nonadjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other nonadjustable components. The sums of the adjustments for each currency are added to the Contract Price. [To be transferred to the User Guide]*

adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 40.1.

#### 47. Bonus

47.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

#### 48. Advance Payment

48.1 The Employer shall make advance payment to the Contractor of the amounts **stated in the SCC** by the date **stated in the SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

48.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

48.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

#### 49. Securities

49.1 The Performance Security shall be provided to the Employer no later than the date specified in the Notification of award and shall be issued in an amount **specified in the SCC**, by a bank and denominated in the Namibian Dollars. The Performance Security shall be valid until a date 30 days from the date of issue of the Certificate of Completion in the case of a Bank Guarantee.

49.2 (a) Where the contractor has benefitted from the application of the Margin of Preference for employment of local manpower, it shall:

(i) in the execution of the contract, fulfill its obligation of maintaining local manpower force for 80 % or more of the man-days deployed in the execution of the Works with which it satisfied the criteria of eligibility for being

awarded the contract in application of the Margin of Preference; and

(ii) concurrently with the above performance security, provide a preference security to guarantee it will fulfill its obligation in that respect.

(b) For contracts above N\$ 5 M, the preference security shall be in the form of an “on demand” bank guarantee for an amount in a convertible currency equivalent to the difference between its bid price and the bid price of the lowest bid if the Margin of Preference was not applicable. It shall be issued by a commercial bank located in the Republic of [Insert name of country].

(c) For contracts up to N\$ 5 M, an amount equal to the value of the preference security shall be retained from progressive payments to the contractor, to constitute the guarantee for the preference security.

(d) The preference security shall be valid until the Contractor has completed the Works and a Completion Certificate has been issued by the Employer’s Representative as per GCC 53.

(e) The cost of providing the security shall be borne by the Contractor.

49.3 Where a Preference Security is applicable:

(i) the Employer’s Representative shall monitor the employment of local manpower throughout the execution of the contract and shall from time to time request a report from the contractor on the percentage of total men-days deployed using local manpower.

(ii) the Contractor shall submit the local manpower employment reports as often as it is reasonably requested by the Employer’s Representative.

(iii) the Employer’s and Contractor’s representatives shall consult each other to ensure that the Contractor’s obligation towards local manpower employment is met during the Works execution.

(iv) At the time of works completion, the Contractor shall submit a certified audited report to the Employer to substantiate the actual percentage of local manpower employed throughout the execution of the works.

(v) The preference security shall be forfeited by the employer in case of failure on the part of the contractor to employ at least 80% of the local manpower in the execution of the Works.

## 50. Dayworks

50.1 If applicable, the Dayworks rates in the Contractor’s Bid shall be used only when the Project Manager has given written

instructions in advance for additional work to be paid for in that way.

50.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

50.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

### **51. Cost of Repairs**

51.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

### **52. Labour Clause**

52.1 (a) The rates of remuneration and other conditions of work of the employees of the Contractor shall not be less favorable than those established for work of the same character in the trade concerned-

(i) by collective agreement applying to a substantial proportion of the workers and employers in the trade concerned;

(ii) by arbitration awards; or

(iii) by Remuneration Regulations made under the Labour Act, 2007.

(b) Where remuneration and conditions of work are not regulated in a manner referred to at (a) above, the rates of the remuneration and other conditions of work shall be not less favorable than the general level observed in the trade in which the contractor is engaged by employers whose general circumstances are similar.

52.2 No Contractor shall be entitled to any payment in respect of work performed in the execution of the contract unless he has, together with his claim for payment, filed a certificate:

(a) stating the rates of remuneration and hours of work of the various categories of employees employed in the execution of the contracts;

(b) stating whether any remuneration payable in respect of work done is due;

(c) containing such other information as the Chief Executive Officer of the Public Body administering the contract may require to satisfy himself that the provisions under this clause have been complied with.

52.3 Where the Chief Executive Officer of the Public Entity administering the contract is satisfied that remuneration is still due to an employee employed under this contract at the time the claim for payment is filed under section 138, subsection 2, he may, unless the remuneration is sooner paid by the Contractor, arrange for the payment of the remuneration out of the money payable under this contract.

52.4 Every Contractor shall display a copy of this clause of the contract at the place at which the work required by the contract is performed.

### **E. Finishing the Contract**

- 53. Completion** 53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.
- 54. Taking Over** 54.1 The Employer shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.
- 55. Final Account** 55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 60 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 60 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.
- 56. Operating and Maintenance Manuals** 56.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates **stated in the SCC**.
- 56.2 If the Contractor does not supply the Drawings and/or manuals by the dates **stated in the SCC** pursuant to GCC Sub-Clause 55.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.
- 57. Termination** 57.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:



- (a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
- (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 60 days of the date of the Project Manager's certificate;
- (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- (f) the Contractor does not maintain a Security, which is required;
- (g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
- (h) if the Contractor, in the judgment of the Employer, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract, pursuant to GCC Clause 57.1.

57.3 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

57.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

57.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **58. Fraud and Corruption**

58.1 If the Employer determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 15 days' notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site, and the provisions of Clause 57 shall apply as if such expulsion had been made under Sub-Clause 57.5 [Termination by Employer].

58.2 Should any employee of the Contractor be determined to have

engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with Clause 9.

58.3 For the purposes of this Sub-Clause:

- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
  - (a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - (b) acts intended to materially impede the exercise of an inspection and audit rights provided for under Sub-Clause 22.2.

## 59. Payment upon Termination

59.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as **indicated in the SCC**. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.

59.2 If the Contract is terminated for the Employer’s convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor’s personnel employed

solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

**60. Property**

60.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer if the Contract is terminated because of the Contractor's default.

**61. Release from Performance**

61.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

## Section VII. Special Conditions of Contract

*[Except where otherwise indicated, all SCC should be filled in by the Employer prior to issuance of the Bidding Documents. Schedules and reports to be provided by the Employer should be annexed]*

**These clauses should be read in conjunction with the General Conditions of Contract**

<b>A. General</b>	
<b>GCC 1.1 (r)</b>	The Employer is Kunene Regional Council, Technical and Maintenance services, P.O. Box 141, Opuwo.
<b>GCC 1.1 (v)</b>	The Intended Completion Date for the whole of the Works shall be – this contract will be awarded in Multiple projects (contracts) and from time to time to different Contractors. Thus the completion dates will be agreed upon at the site handover of specific project.
<b>GCC 1.1 (y)</b>	The Project Manager is Head of Technical and Maintenance Services, PO Box 141, Opuwo and Heads of Sub offices will monitor and do quality control.
<b>GCC 1.1 (aa)</b>	The Sites are located in the Region and related documents as well as drawings will be issued with the site hand over if required.
<b>GCC 1.1 (dd)</b>	“The Start Date shall be communicated once the allocation of projects has been done and official Purchase Order issued -usually between 3 to 7 days after handing over of site.
<b>GCC 1.1 (hh)</b>	The Works consist of maintenance of Laundry, Catering equipment, and Domestic appliances.
<b>GCC 2.2</b>	Sectional Completions are: <b>Not applicable</b>
<b>GCC 2.3(i)</b>	The following documents also form part of the Contract: <b>None</b>
<b>GCC 5.1</b>	The Project manager may delegate any of his duties and responsibilities.
<b>GCC 6.1</b>	Delivery address for notices is:  Employer: Kunene Regional Council, Private Bag 502, Opuwo  Mbuumbiazo Muharuka Street, Opuwo
<b>GCC 8.1</b>	Schedule of other contractors: Conditions mentioned in GCC 8.1 prevails.
<b>GCC 13.1</b>	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: <b>Not applicable</b>

<b>GCC 14.1</b>	Site Data are: will be issued with site handover.
<b>GCC 20.1</b>	The Site Possession Date(s) shall be: the date and related matters will be discussed on handover day.
<b>GCC 23.1 &amp; GCC 23.2</b>	Appointing Authority for the Adjudicator: <b>No Adjudicator shall be appointed for this Contract.</b>
<b>GCC 24.</b>	<p>In case a dispute of any kind arises between the Employer and the Contractor in connection with, or arising out of, the contract or the execution of works or after completion of works and whether before or after repudiation or other termination of Contract, including any dispute as to any opinion, instruction, determination, certificate or valuation of the Employer's Representative, the matter in dispute shall, in the first place, be referred in writing to the employer's representative, with a copy to the other party.</p> <p>The Employer and the Contractor shall make every effort to resolve the dispute amicably by direct informal negotiation. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Public Entity or the Contractor may give notice to the other party of its intention to refer the matter to: Adjudicator</p>
<b>GCC 24.3</b>	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <b>Not applicable.</b>
<b>GCC 24.4</b>	<p>For large contracts with domestic contractor:</p> <p>Any dispute or difference in respect of which a notice of intention to commence arbitration has been given shall be finally settled by arbitration in accordance with Namibian Laws by an Arbitrator to be appointed by both parties to the dispute or in any case of disagreement, by an Arbitrator to be appointed by a judge in Chambers of Namibia. The Arbitrator fees will be borne by the losing party. Any decision of the Arbitrator shall be final and binding to both parties".</p> <p><b>Not Applicable.</b></p>
<b>B. Time Control</b>	
<b>GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works as will be agreed upon from time to time.
<b>GCC 25.3</b>	<p>The period between Program updates is 3 days.</p> <p>The amount to be withheld for late submission of an updated Program is N\$ 100.00.</p>
<b>C. Quality Control</b>	
<b>GCC 33.1</b>	The Defects Liability Period is: 12 months guarantee period.

<b>GCC 39.7</b>	Interim Payment for Plant and Material on site <b>is not applicable.</b>
<b>D. Cost Control</b>	
<b>GCC 41.1 (l)</b>	<i>Force Majeure: Heavy Storm, Floods, Fire and Strong Winds.</i>
<b>GCC 43.1</b>	The currency of the Employer’s country is: <b>Namibian Dollars.</b>
<b>GCC 44.1</b>	The Contract is not subject to price adjustment in accordance with Adjustment of Rates (Escalation).  The Contract is subject to price adjustment in accordance with GCC Clause 44, and the following information regarding coefficients <i>does not</i> apply. <b>Not applicable</b>
<b>GCC 45.1</b>	The proportion of payments retained is: 10% for part payment and 5% for practical completion on projects with the contract value of N\$ 100 000.00 and more.
<b>GCC 46.1</b>	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 10% max of contract price.
<b>GCC 47.1</b>	The Bonus for the whole of the Works is 0% per day. The maximum amount of Bonus for the whole of the Works is 0% of the final Contract Price. <b>Not Applicable</b>
<b>GCC 48.1</b>	The Advance Payments shall be: N\$ 0.00 and shall be paid to the Contractor no later than N/A.
<b>GCC 49.1</b>	The Performance Security amount is 10% of the contract amount. <b>Not applicable</b>
<b>E. Finishing the Contract</b>	
<b>GCC 55.1</b>	The date by which operating and maintenance manuals are required is: the day before the Contractor hands over site to Project Manager “Official in Charged”.  The date by which “as built” drawings are required is: Will be agreed upon the site completion date.
<b>GCC 55.2</b>	The amount to be withheld for failing to produce “as built” drawings (wiring diagrams) and/or operating and maintenance manuals by the date required in GCC 58.1 is N\$ 1,500.00.
<b>GCC 56.1</b>	Operating and maintenance manuals should be supplied to the employer by the contractor no later than: The day before site handover (practical site completion).

<b>GCC 56.1</b>	Amount to be withheld should the maintenance and operation manuals not be provided is: N\$ 1,500.00.
<b>GCC 57.2 (g)</b>	The maximum number of days is: 5 days.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is Maximum of 25% (twenty five percent) of the contract value. Penalty Clause 10.1. will apply.

## Section VIII - Contract Forms

*[This Section contains forms which, once completed, will form part of the Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.]*

### Table of Forms

<b>Notification of award .....</b>	<b>Error! Bookmark not defined.</b>
<b>Contract Agreement .....</b>	<b>56</b>
<b>Performance Security .....</b>	<b>Error! Bookmark not defined.</b>
<b>Form for Preference Security.....</b>	<b>51</b>
<b>Advance Payment Security .....</b>	<b>59</b>



# Notification of award

*[ on letter head of the Employer]*

..... *[date]* .....

To: ..... *[ name and address of the Contractor]* .....

Subject: ..... *[Notification of Award Contract No]* .....

This is to notify you that your Bid dated . . . . *[insert date]* . . . . for execution of the . . . .  
. . . . .*[insert name of the contract and identification number, as given in the Appendix to Bid]* .  
. . . . . for the Accepted Contract Amount of. . . . . *[insert amount in numbers  
and words in Namibian Dollars]*, as corrected and modified in accordance with the  
Instructions to Bidders is hereby accepted by *(insert name of Public Entity)*.

You are requested to furnish the Performance Security within 21 days in accordance  
with the General Conditions of Contract, using for that purpose of the Performance  
Security Form included in Section VI (Contract Forms) of the Bidding Document.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Public Entity: .....

Attachment: Contract Agreement

*[This form is simply a guide and may be amended as far as possible to suit  
requirements of the public entity]*

## Contract Agreement

THIS AGREEMENT made on the . . . . .day of . . . . ., . . . . ., between . . . . . *[name of the Employer]*. . . . . (hereinafter “the Employer”), of the one part, and . . . . . *[name of the Contractor]*. . . . . (hereinafter “the Contractor”), of the other part:

WHEREAS the Employer desires that the Works known as . . . . . *[name of the Contract]*. . . . . should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - (a) the Notification of award
  - (b) the Bid
  - (c) the Addenda Nos . . . . . *[insert addenda numbers if any]*. . . . .
  - (d) the Appendix to the General Conditions of Contract
  - (e) the General Conditions of Contract;
  - (f) the Specification
  - (g) the Drawings; and
  - (h) the completed Schedules,
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works 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.

Signed by: \_\_\_\_\_  
for and on behalf of the Employer

Signed by: \_\_\_\_\_  
for and on behalf the Contractor

in the  
presence of: \_\_\_\_\_  
Witness, Name, Signature, Address, Date

in the  
presence of: \_\_\_\_\_  
Witness, Name, Signature, Address, Date

## Sample Form of Preference Security

### Form of Preference Security (Bank Guarantee)

To: \_\_\_\_\_ [*name of Employer*]  
 \_\_\_\_\_ [*address of Employer*]

WHEREAS \_\_\_\_\_ [*name and addresses of the contractor*] (hereinafter called "the Contractor"), has undertaken in pursuance to Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ [*name of Contract and brief Description of Works*], (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a local commercial bank for the sum specified therein as security for compliance with his obligation stated in Sub-Clause 49.2 of the Conditions of Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of \_\_\_\_\_ [*amount of Guarantee*]<sup>10</sup>, we undertake to pay you, upon your first written demand and without your having to substantiate such demand any sum within the limit of \_\_\_\_\_ [*amount of Guarantee*].<sup>1</sup>

We hereby waive the necessity of demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in anyway release us from liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee is valid until the date of the Completion Certificate.

Signature and Seal of the Guarantor \_\_\_\_\_  
 Name of Bank \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date \_\_\_\_\_

<sup>10</sup> Amount to be inserted by the Guarantor in accordance with Sub-Clause 49.2 of the General Conditions of Contract

# Advance Payment Security

*[Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** .....*[Name and Address of Employer]* .....

**Date:**.....

**Advance Payment Guarantee No.:** .....

We have been informed that . . . . . *[name of the Contractor]*. . . . . (hereinafter called “the Contractor”) has entered into Contract No. . . . . *[reference number of the Contract]*. . . . . dated . . . . . with you, for the execution of . . . . . *[name of contract and brief description of Works]*. . . . . (hereinafter called “the Contract”).

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum . . . . . *[name of the currency and amount in figures]*<sup>1</sup>. . . . . (*[amount in words]*. . . . . ) is to be made against an advance payment guarantee.

At the request of the Contractor, we . . . . . *[name of the Bank]*. . . . . hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . *[name of the currency and amount in figures]*\*. . . . . (*[amount in words]*. . . . . ) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number . . . . . *[Contractor's account number]*. . . . . at . . . . . *[name and address of the Bank]*. . . . .

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the . . . day of . . . . . , . . . . .<sup>2</sup>, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

..... *[Seal of Bank and Signature(s)]*. . . . .

**Note –**

*All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.*

*1 The Guarantor shall insert an amount representing the amount of the advance payment denominated in Namibian Dollars as specified in the Contract.*

*2 Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the*

*Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.*



# Kunene Regional Council

TECHNICAL AND MAINTENANCE SERVICES

Private Bag 502, Opuwo Tel:065 273090/273950



## Invitation for Bids (IFB)

### LAUNDRY, CATERING EQUIPMENT AND DOMESTIC APPLIANCES

BID FOR THE REPAIR, OVERHAUL, MOUNT, INSTALL AND COMMISSION, TEST-RUN, FAULT FINDING, INSPECT AND REPORT, SERVICE AND SUPPLY OF PARTS FOR THE LAUNDRY, CATERING EQUIPMENT AND DOMESTIC APPLIANCES

W/ONB/KRC/M002/2024

Bids are invited through Open National Bidding (ONB) procedures for the inspection, fault finding and report, repair and/or overhaul, mount, install, test run and commission, service and supply of new installations and parts for laundry, catering equipment and domestic appliances and the invitation is open to all Namibian bidders.

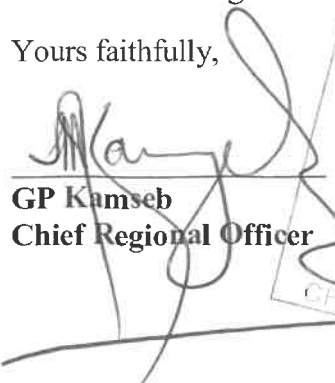
Interested eligible bidders may obtain further information from Kunene Regional Council, Stefanus Hoab cellphone number 0811459062, shoaeb@kunenerc.gov.na and inspect the Bidding Documents at the address given below from 10h00.

Qualifications requirements include: Have a valid certified copy (Nampol) company Registration Certificate, Business Fitness Certificate, Artisan certified copy (Nampol) Trade Diploma/Certificates, Valid original/certified copy (Nampol) Good standing Certificate with Social Security Commission, Valid original/certified copy (Nampol) Good standing Tax Certificate, have a valid certified copy (Nampol) of Affirmative Action Compliance Certificate or 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. A margin of preference for certain goods manufactured domestically shall be applied. Additional details are provided in the Bidding Documents.

A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a **non-refundable fee of N\$ 100.00**. The method of payment will be EFT to **Kunene Regional Council, Account Number: 62072239364, First National Bank, Opuwo Branch, branch code: 261473**.

Bids must be delivered to the address below at or before **07 November 2024 at 11H00**. Electronic bidding will not be permitted. Late bids will be rejected.

Yours faithfully,

  
GP Kamseb  
Chief Regional Officer



