



REPUBLIC OF NAMIBIA
KUNENE REGIONAL COUNCIL
DIRECTORATE: EDUCATION, ARTS & CULTURE



Request for Quotations For Works

MINOR RENOVATIONS AT OKANGUATI COMBINED SCHOOL

Procurement Reference No: W/RFQ/KRC: DoEAC-12/2021

Kunene Regional Council
P/Bag 502
Opuwo
Namibia

TEL: 065 273950
pmu@kunenerc.gov.na



Name of bidder:.....
Contact Number of Bidder:.....
Email Address of Bidder:.....
Authorized Representative of Bidder:.....
Signature of Bidder:.....
Bid total amount: N\$



**REPUBLIC OF NAMIBIA
KUNENE REGIONAL COUNCIL
DIRECTORATE: EDUCATION, ARTS & CULTURE**



Letter of Invitation

19 February 2021

To:
.....
.....
.....

Procurement Reference Number: W/RFQ/KRC: DoEAC-12/2021

Dear Sirs,

**Request for Quotations of Minor Renovations of ablution blocks at
Okanguati Combined School Hostel for the Directorate of Education,
Arts and Culture: Kunene Regional Council**

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

Queries, if any, should be addressed to Ms Sendra Nakale 065-273950 or Simeon Kariko 0811482090

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

Yours faithfully,

JOSEF E JANTZE
ACTING CHIEF REGIONAL OFFICER



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council: Directorate of Education, Arts and Culture reserves the right:

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

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

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

4. Eligibility Criteria

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

- (a) have a valid certified copy (NAMPOL) of company Registration Certificate;
- (b) have a valid certified copy (NAMPOL) of good Standing Tax Certificate;
- (c) have a valid certified copy (NAMPOL) of good Standing Social Security Certificate;
- (d) 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;
- (e) have a valid certified copy (NAMPOL) of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed bid securing declaration
- (g) Attach proof of confirmation of account from a Namibian Banking institution;

- (h) Bidders place of principal business must be in Kunene Region. (Attach the confirmation letter from the Regional Councillor responsible for your Constituency, business fitness certificate, etc);
- (i) Attached TWO (2) Purchase orders or completion certificate of completed works with the same complexity;
- (j) have a valid certified copy (NAMPOL) of qualification of a Plumber, Brick Layer from reputable Education Institution accredited by NQA;
- (k) have a valid certified copy (NAMPOL) of qualification of Electrician from a reputable Education Institution accredited by NQA.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be 60 days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at P/Bag 502 Opuwo Kunene Regional Council, Mbumbijazo Muharukua Street, Opuwo or forwarded by fax 065-273077, not later than **1st March 2021 at 11h00 AM. Quotations by post or hand delivered should reach Kunene Regional Council Mbumbijazo Muharukua Street, P/Bag 502 Opuwo by the same date and time at latest 11h00. Late quotations will be rejected.** Quotations received by e-mail or fax will not be considered.

9. Opening of Quotations

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

10. Evaluation of Quotations

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

11. Technical Compliance

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

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

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

13. Margin of Preference

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

N/A

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

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation that is 0% above and not less than 15% below the engineer's estimates, with market related rates and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall be required.

16. Notification of Award and Debriefing

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

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

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

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

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. The validity period of our Quotation is _____ days from the date of the bid submission deadline.

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

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

Works will be completed within 60 days from date of issue of Purchase Order/Letter of acceptance.

We declare that we “qualify/do not qualify” for Margin of Preference applicable to Small and Medium enterprises and shall upon request submit documentary evidence in this respect. [Bidder to strike out as appropriate]

Quotation Authorised by:

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

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(5) and 56(2))

Date:

Procurement Ref No.:

To: _____

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

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

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

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

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

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

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

Corporate Seal (where appropriate)

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

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address :.....

2. PROCUREMENT DETAILS

Procurement Reference No :

Procurement Description:

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I *[insert full name]*, owner/representative
of *[insert full name of company]*

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

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

Signature:

Date:

Seal:

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Renovation of all hostel blocks in accordance with the specification provided under Section IV as per bill of quantities

B. DRAWINGS

Works shall be performed in accordance with the bills of quantities

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/KRC: DoEAC-34/2020

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
Demolition and alterations					
Taking out and removing pipework, include valves etc.					
1.	Water supply and sewage of different diameters and pipe types in ground, including excavating, backfilling, etc	150.00	m		
Repairs and sundries to brickwork					
2.	Neatly cut out and remove damaged or cracked section of one and a half brick wall, clean and prepare and rebuild removed section in 7mpa cement bricks in class 11 mortar, including cutting toothing and bonding	20.00	m ²		
Repairs to steel and timber windows					
3.	Replace missing or damaged peg stay to steel or timber window with new solid brass or chromium plated peg stay 228mm long	24.00	No		
4.	Replace missing or damaged window handles to side hung sashes of steel or timber window with new solid brass or chromium plated window handles	21.00	No		
Cement screeds steel trowelled or wood floated smooth					
5.	Repair crack in screeded floor surface by cutting a neat and straight joint with an angle grinder along both sides of the	30.00	m		

	crank, hacking out the screed between 300mm wide, cleaning out the crank, wedging with galvanised steel wedges, stapling one layer of chicken mesh over the crack and rescreeding to match existing				
Take delivery of, transport to the site protest and lay ceramic tiles fixed with and including adhesive to existing plastered surface or screeded surface (elsewhere measured) and flush pointed with an approved tinted waterproof jointing compound on (coast of ceramic tiles elsewhere)					
6.	Replace missing or damaged ceramic floor tiles with new tiles in small isolated patches in repairs	85.00	m ²		
Repair to plumbing and drainage installations					
Repairs to w.c. suites and flushing valves					
7.	Replace missing or damaged beta valve flush unit complete with ball valve and plastic float to w.c. cistern	30.00	No		
Re-fixing of existing sanitary fittings in new position (removal of sanitary fittings elsewhere measured)					
8.	Stainless steel or earthenware w.c. suite with cistern and flush pipe	15.00	No		
9.	Stainless steel single or double owl sink and drainer unit	12.00	No		
Sundaries					
10.	Clean out blockage in waste pipe not exceeding 50mm diameter from cleaning eye	50.00	m		
Cleaning of d-sewage pipes by rodding or shooting open blocked pipe not exceeding 160mm diameter with access from rodding eye or manhole					
11.	Clean blocked pipes exceeding 40m and not exceeding 50m long	100.00	m		
Clean out blockage in manholes, catch pits					
12.	Clean out blocked manhole or catch pit not exceeding 1m deep	6.00	No		
Cutting through existing walls and finishes etc and making a good					
13.	Cut through existing concrete surface bed or apron not exceeding 100mm thick for laying of new pipes not exceeding 160mm diameter and make good concrete	3.00	m		
PAINT WORK					
Clean down and prepare and one coat Acrylic PVA paint					
14.	On external smooth plastered walls	195.00	m ²		
15.	Extra for additional one coat of paint	207.00	m ²		
Clean down and prepare and one coat eggshell enamel paint					
16.	On internal smooth plastered walls and columns	207.00	m ²		
Clean down and prepare and one coat Acrylic PVA paint					

17.	On underside of profile roof sheeting and ceilings (measured on flat to ceiling area)	83.00	m ²		
EARTHWORKS					
Extra over bulk excavation in earth for excavation in					
18.	Hard rock (blasting is necessary)	60.00	m ³		
Extra over all excavations for carting away					
19.	Surplus material from excavations and/or stock piles on site to a dumping site to be located by the contractor	55.00	m ³		
Earth filling obtained from the excavations and/or prescribed stock piles on site compacted to 93% mod AASHTO destiny					
20.	Backfilling to trenches, holes, etc	60.00	m ³		
ROOF CONSTRUCTION					
44mm Semi-solid flush doors with hardwood veneer on both sides and concealed edge strips					
21.	Door size 813x2032mm high	30.00	No		
FLOOR COVERINGS					
Ironmongery					
Mortice locks					
22.	Four lever upright mortice claw bolt sliding door lock with stainless steel forend	30.00	No		
BATHROOM FITTINGS					
23.	20mm Chromium plated shower curtain rail 900mm long including end flange brackets	4.00	No		
METALWORK					
School type windows with solid brass or chromium plate fitting					
24.	Window type 11 size 889x854 high	14.00	No		
1.2mm Double rebated frames suitable for half walls					
25.	Frame for door size 813x2032mm high with 305mm high fanlight over	15.00	No		
WALL TILING					
Soap dishes, Toilet roll holders					
26.	Standard white glazed semirecessed single soap dish size 150x150mm	6.00	No		
PLUMBING AND DRAINAGE					
Stainless steel					
27.	Double compartment wall hung wash trough size 1030x430x300mm deep and fixed to walls with and including standard brackets	8.00	No		
White vitreous china or glazed fireclay					
28.	Basin size 510x405mm with two tapholes bolted to walls	14.00	No		
29.	40mm Bottle trap including tailpipe and wall flange	14.00	No		

30.	40mm Shower trap with chromium plated grating	6.00	No		
Butyl Rubber					
31.	32mm Deep seal "p" or 's' trap	10.00	No		
Chrome plated brass taps and sundries					
32.	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	36.00	No		
33.	20mm Toilet bib tap	8.00	No		
34.	15mm Raised nose pillar tap	29.00	No		
35.	15mm Underwall type shower cubicle comprising two underwall pattern stop taps with cover plates	30.00	No		
Class 12 HDPE type IV water pipes including all straight joints and connectors laid in ground in trenches not less than 600mm deep including excavations, backfilling, etc.					
36.	32mm Pipes laid in ground in trenches	100.00	m		
Extra over HDPE pipes for the following compression fittings					
37.	32mm Fittings	4.00	No		
Hard drawn thin walled class 0 Copper pipes to SABS 460 including all straight joints and connectors					
38.	15mm Pipe fixed or chased into walls	45.00	m		
Extra over class 0 copper pipes for brass capillary fittings					
39.	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc	28.00	No		
Galvanised mild steel medium grade pipes including all straight joints and connectors					
40.	25mm Pipe fixed or chased into walls	12.00	m		
Upvc soil, waste and vent pipes including all straight joint and connectors					
41.	40mm Pipe fixed or chased into walls	38.00	m		
Extra over uPVC pipes for fittings					
42.	110mm Eccentric reducer	8.00	No		
43.	110mm Access bend with vent horn	8.00	No		
Underground twin-wall uPVC structured wall pipes laid in ground including excavations, backfilling, etc and all straight joints between pipes					
44.	110mm Pipes laid in and including trenches exceeding 2m and not exceeding 3m deep	100.00	m		
Extra for the following fittings to underground twin-wall pipes					
45.	110mm Long radius bend	8.00	No		

UPVC Gulleys with gully head and grating encased in concrete					
46.	110mm Gully P-trap not exceeding 1m deep	8.00	No		
Inspection chambers					
47.	Excavate for and build inspection chamber size 900x900mm internally and exceeding 2500mm and not exceeding 3000mm deep to invert	4.00	No		
Cast iron gratings, cover, etc					
48.	450x600mm Single seal manhole cover and frame type 9D (68kg)	4.00	No		
Glazing to steel with putty					
49.	Panes exceeding 0.5m ² and not exceeding 2m ²	18.00	m ²		
EXTERNAL WORKS					
Water towers					
50.	"NEC Stahl" or other equal and approved water storage tank stand 6m high suitable for 5 000Litre water tank (elsewhere measured) erected complete on and including 25MPa concrete bases sizes 650x650x1200mm deep, including excavation, concrete, base plate, etc and paint water tank stand with one coat undercoat and two coats universal gloss enamel paint	1.00	No		
Total Value of building items					
Preliminaries @ 8%					
Sub-Total					
Contingencies @ 10					
Sub-Total					
VAT @ 15%					
GRAND TOTAL					

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-WCC**) (available at public entities physical address/ website: Insert Public Entity address/website) except where modified by the Special Conditions below.

SECTION VII: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
Project Manager GCC 1.1(y)	The Project Manager is: Kunene Regional Council: Directorate of Education, Arts and Culture
Site GCC 1.1(aa)	Abraham Gariseb Primary School Hostel
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after issuing of Purchase Order.
The Works GCC 1.1(h)	The Works consist of: Request for Quotations of Minor Renovations at Abraham Gariseb Primary School Hostel

GCC Clause Reference	Special Conditions
Language and Law GCC 3.1	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>
Project Manager's Decisions 4.1	<p>The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.</p>
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:</p> <p>Kunene Regional Council Procurement Management Unit Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 950</p> <p>Email: pmu.kunenerc@gmail.com</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p>
Insurance GCC 13.1	<p>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:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.

GCC Clause Reference	Special Conditions
	<p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</p> <p>(ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 60 days from date of site handover.
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days after issuing of Purchase Order
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after

GCC Clause Reference	Special Conditions
	one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 working days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days after final inspection and handover.
Payment Certificates GCC 39.7	“Multiple statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Weather condition under which normal project work cannot be executed.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.

GCC Clause Reference	Special Conditions
Liquidated Damages GCC 46.1	<p>The liquidated damages for the whole of the Works are 4% per week.</p> <p>The maximum amount of liquidated damages for the whole of the Works is amount based on a maximum number of weeks 10% maximum of contract price.</p>
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall be required.
GCC 56.1	Operating and maintenance manuals should be supplied to the employer by the contractor not later than: Provided during hand over.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 10% of the contracted amount

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Declaration Security		
Valid certified Company registration Certificate		
Reference letter from Kunene Regional Constituency Councillor		
Valid certified Affirmative Action Compliance Certificate		
Valid certified Good Standing Certificate from Social Security		
Valid certified Good Standing Certificate from Ministry of Finance		
Valid certified SME Certificate		
Confirmation of Bank Account Letter from a Commercial Bank		
Two Purchase orders or completion certificate of completed works with the same complexity.		
Qualification of a Plumber, Brick Layer from reputable Education Institution accredited by NQA		
Qualification of Electrician from a reputable Education Institution accredited by NQA with wiring licence.		

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.