



REPUBLIC OF NAMIBIA
KUNENE REGIONAL COUNCIL



Request for Quotations For Works

CONSTRUCTION OF LOW VOLUME SEALED ROADS FOR SESFONTEIN SETTLEMENT

Procurement Reference No: W / RFQ / KRC - 01/2023

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\$ _____

Non-Compulsory Site Visit: Friday, 03 February 2023, At 11:00(AM)

Closing Date & Time: Friday 09 February 2023 at 11:00.



**REPUBLIC OF NAMIBIA
KUNENE REGIONAL COUNCIL**



Letter of Invitation

To: _____

Procurement Reference Number: **W / RFQ / KRC - 01/2023**

25 January 2023

Dear Prospective Bidder,

**Request for Quotations for the Construction of Low Volume Sealed Roads
for Sesfontein Settlement in the Kunene Region.**

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

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

Queries, if any, should be addressed to the Kunene Regional council and emailed to: pmu@kunenerc.gov.na

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

Non-compulsory site visit is schedule for Friday, 03 February 2023 at 11h00, at Sesfontein Settlement Office.

Please Contact for more information: Mr. Ino Namwoonde on 081 129 5745

Yours faithfully,


G.P. KAMSEB
CHIEF REGIONAL OFFICER


KUNENE REGIONAL COUNCIL
PRIVATE BAG 502, OPUWO
2023-01-27
TEL: 065-273950
FAX: 065-273077
CHIEF REGIONAL OFFICER

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council:

- 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:

- have a valid certified copy (NAMPOL) of company Registration Certificate;
- attach a valid copy(ies) (NAMPOL CERTIFIED) of the Company's owner's national identification document(s).
- have an original or valid certified copy (NAMPOL) of good Standing Tax Certificate;
- have an original or valid certified copy (NAMPOL) of good Standing Social Security Certificate;
- have a valid certified copy (NAMPOL) of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- have a valid certified copy (NAMPOL) of certificate indicating SME Status (for Bids reserved for SMEs);
- submit signed bid securing declaration;
- an undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order and Award,

where applicable and that it will abide to sub-clause 4.6 of the General Conditions of the Contract if it is awarded the contract or part thereof;

- attach proof of confirmation of account from a Namibian Banking institution;
- attach certified copies (NAMPOL) of qualifications (Degree) of a Civil Engineer for Project Engineer as well as another Civil Engineer for the Site Agent from reputable Education Institution accredited by NQA;
- have a minimum experience of two years as prime contractor in the construction of works of similar nature and complexity equivalent to proposed works, attach two completion certificates of similar works from previous employers (consultant); and

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 120 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 **09 February 2023 at 11h00. 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 15h00. 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

Not Applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation that is not more than 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

Not Applicable

16. Notification of Award and Debriefing

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

ANNEXURE 2

LOCAL SOURCING DECLARATION
(Section 73 of Act)

Regulation 37(5) and 56(2)

Date:

Bid No:

To:

[insert complete name of Public Entity]

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 local sourcing declaration by the bidders.

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

- a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from Kunene region, where the goods are required.
- b) I/ we* understand this local sourcing declaration ceases to be valid if I am/ We are* not the successful Bidder

Signed:.....

[insert complete name of person whose name and capacity are shown] Capacity of: [indicate legal capacity of persons(s) signing the local sourcing declaration]

Name:.....

[insert complete name of person signing the local sourcing 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 joint venture, the local sourcing declaration must be in the name of all partners to the joint venture that submits the bid.]*delete if not applicable appropriate

For office use only

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:	W / RFQ / KRC - 01 / 2023
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 120 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

Contents

Part I: General Specifications

Part II: Project Specifications

PART I: GENERAL SPECIFICATIONS

CONTENTS

1. SABS/SANS 1200 A (SOUTH AFRICAN NATIONAL STANDARDS)
2. STANDARDISED SPECIFICATIONS – SABS/SANS 1200
3. SOUTH AFRICAN STANDARD CODE OF PRACTICE FOR THE APPLICATION OF THE NATIONAL BUILDING REGULATION
4. LATEST EDITION OF SPECIFICATIONS/STANDARDS

1. SANS 1200 A

Engineer in SABS/ SANS documents will mean Employers Representative as appointed by Kunene Regional Council for the duration of Works.

2. STANDARDISED SPECIFICATIONS

The SANS 1200 set of standardized specifications shall apply as far as they are not in conflict with Project Specifications.

3. SOUTH AFRICAN STANDARD CODE OF PRACTICE FOR THE APPLICATION OF THE NATIONAL BUILDING REGULATION

The SANS10400 standardized specifications shall apply as far as they are not in conflict with Project Specifications and Drawings.

4. LATEST EDITION OF SPECIFICATIONS/STANDARDS

All specifications/ standards referred to in the contract documents but not bound therein shall be the latest edition or revision published before the closing date for receipt of tenders.

PART II: PROJECT SPECIFICATIONS

1. SCOPE OF WORKS

The general items of work to be executed under this contract includes but not limited the following activities:

- (i) To construct the roads as shown in drawings CR-01 to CR-02;
- (ii) Mobilisation and site establishment of the contractor to site;

- (iii) Site Clearance 10m x 725m;
- (iv) 150mm Roadbed preparation for 5m x 725m road;
- (v) Cut to fill;
- (vi) Construct 150mm gravel wearing course for 2m x 0.5m shoulder;
- (vii) Construct 150mm thick C4 cemented (cement stabilized) natural gravel subbase for roadworks with G5/G6 material for 5m x 725m road;
- (viii) Prime Coat for 3,625m²;
- (ix) Cape Seal (3,625m²) with 13.2mm aggregate and one layer of slurry S4(13);
- (x) 30MPa concrete edge beam (100mm x 200mm) 2m x 725m;
- (xi) Road signs and road markings;
- (xii) Stormwater earth channel; and
- (xiii) Blading of existing gravel roads.

2. SCOPE OF WORKS

B. DRAWINGS

Find the drawings CR01 to CR 02 attached in Annexure D at the end of the RFQ Document.

ITEM NO	DRAWING NUMBER	DRAWING NAME
1.	P230101-CR-01	ROADS LAYOUT
2.	P230101-CR-02	ROADS TYPICAL DETAILS

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W / RFQ / KRC - 01/2023**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Bid: Namibian Dollars

SANS 1200 A : GENERAL						
Item	Pay ment	Description	Unit	QTY	Rate	Amount
	1200 A	SANS 1200 A : GENERAL	-			
1.1	8.3	SCHEDULED FIXED-CHARGE AND VALUE-RELATED ITEMS				
1.1.1	8.3.1	Contractual Requirements	SUM	1		
1.1.2	8.3.2	Establish of Facilities on the Site				
1.1.3	8.3.2.2	Facilities for Contractor:				
		All inclusive of parts (a to j)	SUM	1		
1.1.4	8.3.3	Other Fixed-charge Obligations	SUM	1		
	PSA					
1.1.5	8.3.4	Removal of Site Establishment	SUM	1		
1.1.6		Contract Sign Board (2.5m x 2m)	No	1		
1.2	8.4	SCHEDULED TIME-RELATED ITEMS				
1.2.1	8.4.1	Contractual Requirements	SUM	1		
1.2.2	8.4.2	Operation and Maintenance of Facilities on Site, for Duration of Construction, except where otherwise stated	SUM	1		
1.2.3	8.4.2.2	Facilities for Contractor:	SUM	1		
1.2.4	8.4.3	Supervision for Duration of Construction	SUM	1		
1.2.5	8.4.5	Other Time-related Obligations	SUM	1		
1.2.6		Provide "AS-BUILT" Drawings	SUM	1		
	PSA					

1.3	8.5	<u>SUMS STATED PROVISIONALLY BY ENGINEER</u>						
1.3.1	8.5.1	(i)	Additional control testing as ordered by the Engineer		PC Sum	1	5,000	
			including overheads, charges and profit					
1.3.1.1			(a)	Charge required by Contractor on sub-item (1.3.1)	%			
1.3.2	8.5.2	<u>DAYWORKS</u>						
		Additional works as requested by Engineer			PC Sum	1	5,000	
1.3.3	8.5.3	<u>TEMPORARY WORKS</u>						
		ACCOMODATION OF TRAFFIC			SUM	1		
TOTAL CARRIED FORWARD TO SUMMARY:								

SANS 1200 C : SITE CLEARANCE								
Item	Pay ment	Description			Unit	QTY	Rate	Amount
	1200 C	SANS 1200 C : SITE CLEARANCE						
2.1	PSC							
2.1.1	8.2.1	CLEAR & GRUB						
	8.2.1.1	1)	Clear and Grub the designated area as specified by the engineer :		Lump	1		
			This include the clearing the surface, removing boulders,					
			grubbing of scrubs as per SANS item 8.2.1					
2.1.2	8.2.1.2	DISMANTLE AND REMOVE SERVICES ON PROJECT AREA						
		2)	The rate shall include the cost of excavation and backfilling.		Lump	1		
TOTAL CARRIED FORWARD TO SUMMARY:								

SANS 1200 DM : EARTHWORKS (ROADS, SUBGRADE)								
Item	Pay ment	Description			Unit	QTY	Rate	Amount
	1200 DM	SANS 1200 DM : EARTHWORKS (ROADS, SUBGRADE)						
6.1	8.3.3							
		TREATMENT OF ROAD-BED FOR 5M ROADWAY AND 1M SHOULDER						

6.1.1	8.3.3 (a)		Road-bed preparation and compaction of material in layers of maximum 150mm deep to:				
6.1.2	8.3.3.1	a)	Minimum of 95% of modified AASHTO density. Sand to be compacted to	m ³	653		
6.3	8.3.4		<u>CUT TO FILL , CUT TO SPOIL & BORROW TO FILL</u>				
6.3.1	8.3.4.1	a)	Cut to fill Compact to 95 % of modified AASHTO maximum density in layers not exceeding 150mm	m ³	131		
6.3.2	8.3.4.3	b)	Cut to spoil on site and level material as per heights provided by the Engineer	m ³	65		
6.4	8.3.5		<u>WEARING COURSE MATERIAL FOR SHOULDER</u>				
6.4.1			Construct 150mm gravel wearing course with material obtained from borrowed sources compacted to 95% modified AASHTO.	m ³	109		
6.5	8.3.6		<u>EXTRA OVER FOR HARDROCK</u>				
6.5.1			Extra over items 8.3.4 for excavating and breaking down materials in				
		a)	Hard rock excavation	m ³	1		
TOTAL CARRIED FORWARD TO SUMMARY:							

SANS 1200 MF : BASE

Item	Pay ment	Description	Unit	QTY	Rate	Amount
	1200 MF	<u>SANS 1200 MF : BASE</u>				
14.1	8.3.1	BASE FOR BITUMEN STANDARD ROADS Construct 150mm (as indicated PS 7.1 on drawing) thick C4 cemented (cement stabilized) natural gravel subbase for roadworks with G5/G6 material obtained from designated borrow pit and processed to C4 material				
		a) Compact to 100% of modified AASHTO maximum density	m ³	544		

		b)	Ordinary Portland Cement (CEM II 42.5N or similar approved) complying to SANS 471, applied at an application rate of 2,0% by mass as Stabilizing Agent.	t	22		
TOTAL CARRIED FORWARD TO SUMMARY:							

SANS 1200 MG : BITUMINOUS SURFACE TREATMENT

Item	Payment	Description	Unit	QTY	Rate	Amount
	1200 MG	SANS 1200 MG : BITUMINOUS SURFACE TREATMENT				
15.1	8.4.1	PRIME COAT :				
15.1.1		a) QDP / Colprime E Applied at 0.8ltr per square meter	litre	2900		
15.2	8.4.4	CAPE SEAL WITH 13.2mm AGGREGATE AND ONE LAYER OF SLURRY S4(13)				
15.2.1		a) 13.2mm Cape Seal with fine slurry	m ²	3625		
15.3		Variations in quantities of prime and bituminous binders :				
15.3.1	8.4.6	a) Prime	litre	1		
15.3.2		b) SS60	litre	1		
15.4		Variation in quantities of aggregate:				
15.4.1	8.4.7	a) 13mm aggregate:	m ³	1		
15.4.2	8.4.8	Variation in application of slurry seal	m ³	1		
TOTAL CARRIED FORWARD TO SUMMARY:						

SANS 1200 MJ : SEGMENTED PAVING

Item	Payment	Description	Unit	QTY	Rate	Amount
	1200 MJ	SANS 1200 MJ : SEGMENTED PAVING				
16.1	8.2.2	CONSTRUCTION OF PAVING COMPLETE				
16.2.1		Construction of 60mm (40MPa) S-A Type Interlock Pavers, with but joints on 20mm thick river sand bed with sand swept into joints	m ²			Rate Only

TOTAL CARRIED FORWARD TO SUMMARY:

SANS 1200 MK : KERBING AND CHANNELLING						
Item	Payment	Description	Unit	QTY	Rate	Amount
	1200 MK	SANS 1200 MK : KERBING AND CHANNELLING				
17.1	8.2.1	3) Road Edge Beam (100mm x 200mm) 30MPa concrete including excavations	m ³	29		
TOTAL CARRIED FORWARD TO SUMMARY:						

Item	Payment	Description	Unit	QTY	Rate	Amount
	1,200 MM	SANS1200 MM : ANCILLARY ROADWORKS				
18.1	8.3.6	ROAD TRAFFIC SIGNS Supply and erect standard aluminium composite material signs with diamond reflective grade cubed reflective, class II material fixed to 110x75mm timber post as specified, based with 10 MPa concrete footing				
18.1.1		Stop sign - 600mm (R1)	No	3		Rate Only
18.1.2		3 Way Stop sign - 600mm (R1.3)	No			Rate Only
18.1.3		4 Way Stop sign - 600mm (R1.4)	No			Rate Only
18.1.4		Yield sign (R2)	No			Rate Only
18.1.5		Chevron Sign (W409)	No			Rate Only
18.1.6		Keep Left & Danger Plate (R103 +W402)	No			Rate Only
18.1.7		Stop Control ahead (W302)	No			Rate Only
18.1.8		Street Names Signs				
18.2	8.4.1	ROAD MARKINGS				
18.2.1		100 mm White (Broken or Unbroken)	m	725		Rate Only
18.2.2		100 mm Yellow	m			Rate Only
18.2.3		300 mm White	m	15		
18.2.4		150 mm White				
18.2.5		White Figures / Letters	m ²	5		Rate Only
18.2.6		Yellow Figures / Letters	m ²			
18.3		SPEED HUMPS Supply and construct the speed humps complete as per drawing				

		incl. excavation, concrete beams, pavers traffic signs and road markings				
18.3.1		6m Road Reserve	No			Rate Only
18.4		STORMWATER EARTH CHANNEL				
		Excavation and construction of a stormwater earth channel in the erf of the Kunene Regional Council Settlement Office				
		1m deep x 1.5m wide earth channel	m	50		
		Blading of gravel roads				
		a) Light blading	bl- km			Rate Only
		b) Heavy blading (Wet,Blade,Rolling)	bl- km	3		
TOTAL CARRIED FORWARD TO SUMMARY:						

DAYWORK				
Materials				
Percentage add-on for materials				
Workmen				
Class of Workmen	Unit	Rate (N\$ / unit)	Amount (N\$)	
Foreman	h		Rate Only	
Artisan	h		Rate Only	
Operator	h		Rate Only	
Labourer (semi-skilled)	h		Rate Only	
Labourer (unskilled)	h		Rate Only	
Plant and Equipment				
Description	Unit	Rate (N\$ / unit)	Amount (N\$)	
Bulldozer: Caterpillar D7H 160 kW or equivalent	h		Rate Only	
Wheel Loader: Caterpillar 950B, 116 kW or equivalent	h		Rate Only	
Wheel Excavator: Poclain 60P, 51 kW or equivalent	h		Rate Only	
TLB: CAT 428F2 64.9 kw or similar	h			
Other Plant:				
Concrete mixer: 300 L	h		Rate Only	
Concrete mixer: 900 L	h		Rate Only	

Plate vibrator	h		Rate Only
Rammer ("elephant foot" type)	h		Rate Only
Self propelled vibratory compactor: 80 kW	h		Rate Only
Concrete Compactor (incl. 1x hose and poker vibrator)	h		Rate Only
Compressor, 250 cfm, including one 30m x 50mm hose and Paving Breaker	h		Rate Only
Portable pump including suction and delivery hoses & own power supply	h		Rate Only
Steam cleaner	h		Rate Only
Concrete saw	h		Rate Only
Trucks and Transport:			
Truck, 6 ton	km		Rate Only
Grader	km		Rate Only
LDV, 1 ton	km		Rate Only
Water Tanker, 10 m ³	km		Rate Only
Vacuum Tanker, 10 m ³	km		Rate Only
Tipping Truck, 5 m ³	km		Rate Only

SUMMARY OF SCHEDULE OF QUANTITIES : SESFONTEIN			TOTAL EXCL. VAT
SANS		PART OF WORKS	
1,200 A	:	GENERAL	
1,200 C	:	SITE CLEARANCE	
1,200 DM	:	EARTHWORKS (ROADS, SUBGRADE)	
1,200 MF	:	BASE	
1,200 MG	:	BITUMINOUS SURFACE TREATMENT	
1,200 MJ	:	SEGMENTED PAVING	
1,200 MK	:	KERBING AND CHANNELLING	
1,200 MM	:	ANCILLARY ROADWORKS	
		SUB - TOTAL :	
		10% CONTINGENCIES	
		SUB - TOTAL :	
		VAT :	
		TOTAL:	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Construction of low volume sealed roads for Sesfontein Settlement		
2	All items on stated on the Priced Activity Schedule		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of 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
Employer GCC 1.1(r)	The Kunene Regional Council
Intended Completion Date GCC	The intended completion date is: 120 days from the date of Purchase Order.
Project Manager GCC 1.1(y)	Arovar Project Engineers arovar@iway.na Contact: Mr. Avril Rhodes, +264 81 474 3893
Site GCC 1.1(aa)	The Site is located in Sesfontein Settlement
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after issuing of Purchase Order.
The Works GCC 1.1(h)	The Works consists of: The Construction of low volume sealed roads for Sesfontein Settlement
Interpretation GCC2.3	The following additional documents shall form part of the contract: Bid Document and Purchase Order.
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices	Any notice shall be sent to the following addresses:

GCC Clause Reference	Special Conditions
GCC 6	<p>For the Employer: Kunene Regional Council Procurement Management Unit Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 950 Email: pmu.kunenerc@gmail.com</p> <p>For the Contractor: Company Name: _____ Contact Person: _____ Tel. / Cell. no: _____ Email: _____</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. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well). (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].

GCC Clause Reference	Special Conditions
	<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: 120 days from date of site handover.
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days after issuing of Purchase Order
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 working days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days after final inspection and handover.
Payment Certificates GCC 39.7	"Multiple statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project 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:

GCC Clause Reference	Special Conditions
	(a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Weather condition under which normal project work cannot be executed.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 4% per week. The maximum amount of liquidated damages for the whole of the Works is amount based on a maximum number of weeks 10% maximum of contract price.
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall NOT be required.
GCC 56.1	Operating and maintenance manuals should be supplied to the employer by the contractor not later than: Provided during hand over.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 10% of the contracted amount

SCHEDULE 1: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

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

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.

SECTION IX - EVALUATION CRITERIA

The evaluation is a 4-stage process namely:

- A Administrative Compliance Check:** Full compliance is required to proceed to step B. Pass/ Fail Criteria.
- B Technical Compliance Check:** 80% or more compliance is required to proceed to step C. Pass/ Fail Criteria.
- C Financial Soundness Check:** Full compliance is required to step D. Pass/ Fail Criteria. Bidders passing stage C are determined to be **Substantially Responsive**.
- D Determination of Lowest Evaluated and Substantially Responsive Bid.**

STAGE A

ADMINISTRATIVE COMPLIANCE CHECK:

The following criteria apply and can be used as a check sheet by bidders.

Criteria	Yes	No	Remark/s
Original typed or written in ineditable ink, in English and signed by the person duly authorized to sign on behalf of the Bidder			
Bid document is duly filled, signed and dated at each place where required. All pages of the bid document, except for non-amended printed descriptive literature, are			
Bidder submitted a Bid Securing Declaration			
Bidder has made a Written undertaking in terms of Section 138 of the Labour Act, 2015 and Section 50[2][D] of the Public Procurement Act, 2015.			
Bidder has submitted a Company Registration Certificate that indicates the stream of business relevant to the procurement activity.			
An original valid or certified copy of a valid “Good Standing Tax Certificate” or an original valid letter or certificate from the Ministry of Finance, Directorate: Inland			
An original or certified copy of a valid “Good Standing Certificate” from the Social Security Commission.			

Have a valid certified copy of Affirmative Action Compliance Certificate , proof from Employer Equity Commissioner that bidder is not a relevant Employer, or exemption issued			
A certificate indicating SME Status (for Bids reserved for SMEs):			
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.			
Bidder status (Pass/Fail)			

The bidder must pass the Administrative Check sheet to be considered for the Technical Compliance Check.

STAGE B

TECHNICAL COMPLIANCE CHECK

ITEM No.	EVALUATION CRITERIA [100%], PASSING [80%]	Weight (%)	
1	The contractor must have successfully completed a minimum of 2 projects of similar type and complexity in terms of services construction within the last 5 years: 2 Projects = 20 1 Project = 10 not meeting the criteria = 0	20	
2	The contractor must have successfully completed a minimum of 2 projects above NAD 800,000 in value within the last five years: 2 Projects = 20 1 Project = 10 not meeting criteria = 0	20	
3	Project Engineer and Site Agent with a National Diploma or Degree in Civil Engineering with 5 years' experience in civil construction CV submitted with: <u>Project Engineer:</u> Degree = 10 National diploma = 5	30	

	not meeting the criteria = 0 <u>Site Agent:</u> Degree = 10 National diploma = 5 not meeting the criteria = 0 <u>Project Engineer:</u> >5 Years = 5 not meeting the criteria = 0 <u>Site Agent:</u> >5 Years = 5 not meeting the criteria = 0		
4	Construction Program depicting the sequence of works and resources: Submitted Program = 10 not meeting the criteria = 0	10	
5	Proof of Financial Resources: Evidence of access to financial resources to meet the project financial demands [50% of the bid price available at commencement] irrevocable letter of credit from financial institution. Submitted Letter of Credit with sufficient financial resources = 10 not meeting the criteria = 0	10	
6	Proof of General Construction Equipment. Submitted Proof = 10 not meeting the criteria = 0	10	
Total Points (%)			
Bidder status (Pass/Fail)			

The bidder must pass the Technical Compliance Check to be considered for the Financial Evaluation.

STAGE C

FINANCIAL EVALUATION SHEET

ITEM No.	EVALUATION CRITERIA	YES	NO
1	Is the bidder's bid price 10% above and not less than 15% below the Kunene Regional Council's construction cost estimate? Yes = Pass No = Fail		
Bidder status (Pass/Fail)			

The bidder must pass the Financial Evaluation Sheet to be considered for the Lowest Substantially Responsive Ranking.

STAGE D

Determination of Lowest Evaluated and Substantially Responsive Bid

Bidders that have progressed through stages A, B and C are determined to be Substantially Responsive.

The lowest Evaluated Bid will be determined by correcting all bid offers, subtracting any potential discounts and selecting the bidder with the lowest responsive evaluated bid will be selected for award.

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ANNEXURE A
DRAWINGS