



REPUBLIC OF NAMIBIA

Ministry of Health and Social Services

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 9111
Fax: (061) 30 10 18
Email: procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations (Works)

Procurement of Storm water Works at Otavi Health
Centre – Directorate: Otjozondjupa Region

Name of Bidder: _____

Total Bid Price: _____

NB: Restricted to Local companies within
Otjozondjupa Region including Tsumeb.



REPUBLIC OF NAMIBIA

Ministry of Health and Social Services

Private Bag 13198
Windhoek
Namibia

Ministerial Building
Harvey Street
Windhoek

Tel: (061) 203 9111
Fax: (061) 30 10 18

procurement@mhss.gov.na

PROCUREMENT MANAGEMENT UNIT

Reference: 4/5/4

Letter of Invitation

Dear Sirs/Madams,

Request for Quotations for Upgrade of the Otavi Health Centre for the Ministry of Health & Social Services – Storm water Works

The Ministry of Health and Social Services invites you to submit your best quote for the works described in detail hereunder.

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

For enquiries, please do not hesitate to contact the following people:

1. Technical enquiries: Mr. M. N. Mukulu (061 203 2125)
2. Administrative enquiries: Ms. Martha Adowa (061 203 2216)

Please prepare and submit your quotation (by 11h00 on **Friday, 13 March 2020**), in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

MR. EVARISTUS IITA
SECRETARY: PROCUREMENT COMMITTEE



CONTENTS

CONTENTS	3
SECTION I: INSTRUCTIONS TO BIDDERS	4
SECTION II: QUOTATION LETTER	11
SECTION III: STATEMENT OF REQUIREMENTS	17
SECTION IV: PRICED ACTIVITY SCHEDULE	21
SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET	22
SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT	23
SECTION VII: SPECIAL CONDITIONS OF CONTRACT	24

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Ministry of Health and Social Services* 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 90 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 company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) 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;
- (e) Submit signed Bid-securing Declaration.
- (f) 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;

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

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

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at the **Ministry of Health and Social Services** not later than 11h00 on **Friday, 13 March 2020**. Quotations by post or hand delivered should reach the **Ministry of Health and Social Services** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. 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.

10. 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.

11. Plant and Equipments

The essential equipment to be made available for the Contract by the successful Bidder shall be:

- Concrete mixer
- Compactor
- Excavator
- Wheelbarrow
- Generator
- Jack hammer

The Bidder shall indicate sufficient plant and equipment for completion of the Contract (own, lease or hire agreements).

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

None

14. Award of Contract

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

15. Performance Security

Only applicable if contract value of works exceeds N\$ 800,000.00:

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10 % of the contract price.

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 7 days of the unsuccessful bidders being informed of the award.

Section II - 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 6.2, ITB 6.3, ITB 13.1 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).

TECHNICAL EVALUATION CRITERIA.

TECHNICAL STAFF (attach qualifications) Maximum 20 points (Please complete table below)

1	Key Personnel	Qualifications	Points Max 5		
			1 No=2	>2 No=5	
	(Name)				
2	Artisans/Technicians	Qualification/Experience	Points Max 10		
			(1-2) No=2	(3-5) No= 5	6> No=10
	(Name)				
3	Support Staff		Points Max 5		
			(1-5) No=2	(6-11) No= 3	12 > No= 5
	(Name)				

B OTHER CREDITORS

	Name of Supplier & Contact Person	Telephone & Facsimile Number (including area codes)	Credit Limit (N\$)	Terms of / period for payment
1				
2				
3				

The Bids that score 70% and above shall be considered for Further Evaluation

Formulae: $\frac{\text{Total Bidders Points}}{\text{Maximum Points}} \times 100\% = \text{Bidders\% score}$

(b) Multiple Contracts

NA

(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

NOT APPLICABLE

(f) Technical Specifications

The bid will be evaluated in terms of technical compliance with the Specifications and scope of work as described in the schedule of activities/BoQ

(f) Price and Price Preference

Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated bid. Only bids determined as compliant with all the stages of evaluation above will be evaluated in terms of

price. Prices of bids deemed not fair and reasonable may not be considered. Only bids that fall within 15% below or above the Engineer's Project Cost Estimate will be considered. This will be determined based on the Professional Consultant's Cost Estimate and the Market.

SECTION III: 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**]*

Procurement Reference Number:	W/RFQ/ /
Subject matter of Procurement:	Construction of Stormwater works Upgrading of the Otavi Health Centre for the Ministry of Health & Social Services

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is 90 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 30 days from date of issue of Purchase Order/Letter of Acceptance.

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

Quotation Authorised by:

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

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1) (b) and 37(5))

Procurement Ref No.: W/RFQ/_____/_____

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]

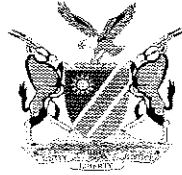
Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____

Signature _____

Corporate Seal (Mandatory)

[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.]



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.*

BILL OF QUANTITIES

1. The quantities in these Bill of Quantities are provisional and shall be measured as executed and paid for according to prices in the Bill of Quantities and any unexpended amounts shall be deducted from the amount of the contract sum.
2. The quantities in these Bill of Quantities are not to be used for ordering materials.
3. The Bill of Quantities form part of and must be read in conjunction with the specification, which document contains the full description of the work to be done and material and equipment to be used and unless otherwise described in the Bill of Quantities, reference should be made to the specification for the full meaning or description of work to be done and materials and equipment to be used in this service.
4. No alteration, erasure or addition is to be made in the text of the Bill of Quantities.
5. Should any alteration, or erasure be made, it will not be recognized but the original wording of the Bill of Quantities will be adhered to.
6. The priced Bill of Quantities of the successful tenderer will be checked and the Engineer reserves the right to call for adjustment to any individual price and to rectify the discrepancy.
7. Variations in the scope and extent of the work included in the Bill shall be allowed to meet the employer's requirements and shall be measured and costed at rates entered in the Bill, where appropriate, and shall form additions to or deductions from the total of the Bill.
8. Any items or variations for which rates have not been included in the Bill of Quantities shall be agreed and priced as non-scheduled items in accordance with the provisions of the contract.
9. The rules covering the extent and costing of the variation shall be those provided for in the General Conditions of Contract.
10. Unless a separate rate for the supply and for the installation of any item is specifically called for, the supply and installation cost of any item shall be fully included in the unit price.
11. The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, waste, patterns, models and templates, plant, temporary works, return of packing, establishment charges, profit and all other obligations arising out of the conditions of contract.
12. All fittings and accessories always include the connections thereto.
13. All measurements are nett, unless otherwise stated, and Bidders must allow in their rates for wastage.

14. All provisional sums shall be expended as directed by the Engineer and any balance remaining shall be deducted from the amount of the contract sum.

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Description of Works

1.1 Extent of Works

The main objective of the proposed project is the Upgrading of the Otavi Health Centre for the Ministry of Health & Social Services– Stormwater works. This works includes:

- Site cleaning and setting out
- Excavation
- Construction of stormwater channels
- Back filling/Paving
- Handing over

1.2 Approach

An established Contractor shall be contracted by the Employer to administer, manage, finance, train personnel, set out the works, and supply materials and equipment for the execution of the works.

2. Execution of Works

2.1 General

It is a MUST of this project to employ unskilled and semi-skilled labourers from the local communities. This is to create maximum employment opportunities for unemployed residents in the area. Works under this Contract will be executed using equipment and manual labour.

2.2 Typical Equipment-based Activities

The Contractor shall provide and list plant and equipment that ensure successful completion of project as per ITB.

3. Description of Site

The Otavi Health Center is in the town of Otavi in Otjozondjupa Region.

3.1 Site Services

The Contractor shall make his/her own arrangements concerning the supply of electrical power, water and other services. No direct payment will be made for the provision of services. The cost thereof shall be deemed to be included in the rates tendered for the various items of the work for which these services are required.

3.2 Occupation on the Site

The Contractor will be given beneficial occupation of the site of works at the start of the Contract.

4. Contractors Plant and Staff

4.1 Plant and Equipment

The Contractor must note the stipulations and requirements that constructional plant used on this project must be suitable for construction work to be carried out under this project.

4.2 Staff

In accordance with the authority's stated policy to provide Namibians with work it is an explicit requirement that the contract manager, site agent, technicians, surveyors and other skilled personnel to be employed on this project must be permanently resident in Namibia. Permission must be obtained from the State to import personnel from outside the country and all other laws and regulations pertaining to the employ of aliens must be complied with. Non-compliance with this requirement shall be sufficient reason for the cancellation of the Contract.

It is the Namibian Government's intention to provide employment to local inhabitants in the project area. It is therefore expressly forbidden to make use of or to employ unskilled labour not residing permanently in the project area. The Contractor has to submit evidence that he has unsuccessfully tried to recruit such persons from the project area if he wants to import labour in to the project area.

Additional employment objectives of this project are to ensure that gender equality is achieved and that equal opportunities are afforded to all ages that are fit and able to work under Namibian legislation. The Contractor shall be tasked to ensure that the objectives are met as far as possible during the recruitment process, and to submit proof thereof to the Project Manager.

The same shall apply to semi-skilled labour. Only with the written consent of the Project Manager may he then import such semi-skilled labour to the project area. Non-compliance with this requirement shall be sufficient reason for the cancellation of the Contract or the imposition of a penalty.

5. Conditions of Work Health and Safety

Exploitation of workers is consent on projects with a productivity based remuneration system, and the more common problems are too large tasks and too low wages. The labour input per task (task size) is not prescribed and latitude is left to the Contractor to tender on the basis of expected productivity of his team. However, the Contractor must note that the norm for labor-intensive construction is that the average worker should be able to complete a task within six hours.

All applicable clauses of the Labour Act of 1992: Regulations Relating to the Health and Safety of Employees at work shall be complied with. Non-compliance may result in the termination of the Contract until the situation has been satisfactory addressed.

The Contractor shall engage in an awareness raising programme with regards to the prevention of HIV/AIDS at the outset of the project. This programme may be performed in conjunction with the Ministry of Health and Social Services or on own initiative, but must be performed timeously before any work is commenced on site. The programme must be performed by a reputable and experienced consultant from the Ministry of Health and Social Services or from another private or non-governmental organization, as soon as the project commences. The Contract may be halted if it is found that this requirement has not been met.

6. Reporting Requirements

The Contractor shall submit to the Project Manager a Monthly Progress Report, which shall include the following information.

- Progress in comparison to approved programme of work,
- Value of work and the estimated cash flow over the remainder of the Contract period,
- Plant schedule indicating the constructional plant on site,
- Personnel schedule indicating the Contractor's personnel on site,
- Accident Report,
- Statement of all claims that are pending,
- Approved day works for the month,
- Approved rain days and any other delays during the month,

Failure to submit the above will result in holding the Contractor's payment. All payment certificates by the Contractor should be accompanied by a progress report detailing all the works being claimed for.

7. Construction Programme

The time for completion of the whole works is **2 months**. A programme of work for the completion of the works within these periods shall be included in the tender.

The Contractor shall take note of the importance of effective, efficient planning and co-ordination of activities and resources, which will have significant influence on how the programme of works is compiled.

A bar chart programme showing the various activities in such detail as required by the Project Manager shall be provided within (5) working days after signing of the Contract. The critical path of the programme shall be indicated. The programme shall be updated monthly in accordance with the reporting requirements stated in paragraph 6 above.

8. Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified shall be accepted subject to the Employer's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Employer's Representative at least 30 days prior to the date when the Contractor desires the Employer's Representative's consent. In the event the Employer's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents."

9. Technical Alternative and Completion Time

Technical or completion date alternatives are not allowed for this bid.

B. DRAWINGS

- 52/CE/SWL/01 Stormwater Layout
- 52/CE/SWD/02 Stormwater Details

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/ _____ / _____

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
A	Preliminary and General	1	L/sum		
B	Stormwater works	1	L/sum		
Subtotal					
Enter 0% VAT rate if VAT exempt.				VAT @ %	
Total					

*Columns A to D to be completed as applicable by the Public Entity
 Refer to Bill of Quantities for detailed break-down of above amounts.

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: W/RFQ/ _____ / _____

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	SANS 1200:A-D		

* 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. **W/RFO/**_____/_____) available on the website of the Ministry of Health and Social Services (www.mhss.gov.na) except where modified by the Special Conditions below

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/** _____ / _____

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)	Ministry of Health and Social Services Private Bag 13198, Harvey Street, Windhoek
Intended Completion Date GCC	The intended completion date is: 60 days after site handover.
Project Manager GCC 1.1(y)	The Project Manager is: Telios Namibia Consulting Engineers (Pty) Ltd
Site GCC 1.1(aa)	The Site is located at: Otavi Otjozondjupa Region
Start Date GCC 1.1(dd)	The Start Date shall be: 30 days after award of the contract
The Works GCC 1.1(hh)	The Works consist of: Stormwater works at the Otavi Health Centre in the Otjozondjupa Region
Interpretation GCC 2.2	The project will be completed in the following sections: None
Interpretation GCC2.3	The following additional documents shall form part of the contract: Bidding Document and Bill of Quantities
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	The Project Manager may not delegate his/her duties.

GCC Clause Reference	Special Conditions
GCC 5.1	
<p>Notices GCC 6</p>	<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: <i>Ministry of Health Private Bag 13198, Harvey Street, Windhoek</i></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> <hr/> <hr/>
<p>Insurance GCC 13.1</p>	<p>Only applicable if contract value of works exceeds N\$ 800,000.00:</p> <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: <i>(for the full amount of the works including removal of debris, professional fee etc.)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.)</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>(for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <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</p>

GCC Clause Reference	Special Conditions
	approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Data GCC 14.1	The site data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days after award of the contract and issue of the 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 14 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall not</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 calendar months
Payment Certificates GCC 39.7	"Payment shall be made as per progress of works <i>with</i> * payment for materials on site".
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)	As per the Namibia Meteorological Service Definition
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) 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

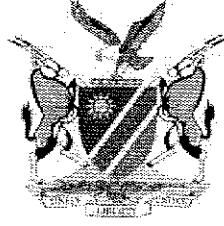
GCC Clause Reference	Special Conditions
	defects.*
<p>Liquidated Damages GCC 46.1</p>	<p>The liquidated damages for the whole of the Works are N\$ 120.00 per day.</p> <p>The maximum amount of liquidated damages for the whole of the Works is 5% of contract sum.</p> <p><i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i></p>
<p>Bonus GCC 47.1</p>	<p>The rate for the Bonus per calendar day is: None</p>
<p>Advance Payment GCC 48.1</p>	<p>(i) No advance payment shall be shall apply.</p>
<p>Performance Security GCC 49.1</p>	<p>Only applicable if the contract value of works exceeds N\$ 800,000.00:</p> <p>(i) A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall be required. *</p>
<p>GCC 56.1</p>	<p>“As built” drawings or operating and maintenance manuals <i>are</i> required.</p>
<p>GCC 59.1</p>	<p>The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 5%</p>
<p>Restriction</p>	<p>This bid is restricted to local companies within Otjozondjupa Region including Tsumeb.</p>

SCHEDULE 2
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFO/ _____ / _____

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security (if applicable)		
Valid Company Registration Certificate		
Original valid Good Standing Tax Certificate		
Original valid Good Standing Social Security Certificate		
Valid Certified copy of Affirmative Action Compliance Certificate		

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.*



**MINISTRY OF HEALTH & SOCIAL SERVICES
FACILITY PLANNING**

**UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF
HEALTH & SOCIAL SERVICES**

BILL OF QUANTITIES: STORMWATER WORKS

JANUARY 2020

UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF HEALTH SOCIAL SERVICES

PAYMENT REFERS TO	ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT TENDERED
SABS 1200 A	1	<u>SECTION 1: PRELIMINARY & GENERAL</u>				
8.3	1.1	FIXED-CHARGE ITEMS				
8.3.1	1.1.1	Contractual Requirements	Sum	-		-
8.3.2	1.1.2	Establish Facilities on the Site:				
8.3.2.1	1.1.2.1	Facilities for Engineer	Sum	-		-
		Nameboards(1 No. ONE SIDED)	Sum	-		-
8.3.2.2	1.1.3	Facilities For Contractor				
		(a) Offices and Storage Sheds	sum	1.0		
		(d) Living Accommodation	Sum	1.0		
		(e) Ablution and Latrine Facilities	Sum	1.0		
		(f) Tools and Equipment	Sum	1.0		
		(g) Water Supplies,electric power and Communicators	Sum	1.0		
8.3.3	1.1.4	Other Fixed-Charge Obligations	Sum	1.0		
8.3.4	1.1.5	Remove Contractor's Site establishment on completion	Sum	1.0		
		Carried Forward				

UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF HEALTH SOCIAL SERVICES

PAYMENT REFERS TO	ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT TENDERED
8.4	1.2	TIME RELATED ITEMS				
8.4.1	1.2.1	Contractual Requirements	No.	-	-	-
8.4.2	1.2.2	Operatation and Maintainance of facilities on the Site:				
8.4.2.2	1.2.3	Facilities for Contractor for duration of construction, except where otherwise stated				
		(a) Offices and storage sheds	No.	2.0		
		(d) Living Accommodation	No.	2.0		
		(e) Ablution and latrine facilities	No.	2.0		
		(f) Water Supplies, electric power and communications	No.	2.0		
		(h) Plant and Equipment	No.	2.0		
8.4.3		Supervision	No.	2.0		
8.5	1.3	SUMS STATED PROVISIONALLY BY ENGINEER				
		a) For work done by the client or a non-nominated sub-contractor.				
		Control tests ordered by the Engineer.	PC Sum	1.0		
		Land Surveying	PC Sum	1.0		
		(b) Overheads, charges and profit on (a) above				
		Control tests (item 1.3.2)	%	10.0		
		Land Surveying	%	10.0		
		CARRIED TO SUMMARY				

UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF HEALTH SOCIAL SERVICES

PAYMENT REFERS TO	ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT TENDERED
		SECTION 2: STORMWATER WORKS				
SABS 1200 C	2.1	DEMOLITION AND REMOVAL				
8.2.8	2.1.1	(a) Remove precast concrete drainage channels (b) Remove existing water tower for re-use	Sum Sum			
SABS 1200D	2.2	EARTHWORKS (STORMWATER CHANNELS)				
8.3.2	2.2.1	Backfill (i) Backfill with imported G6 material and Compact to 90% of modified AASHTO maximum density	m ³	110		
	2.3	EXCAVATION Stormwater Channels Excavate in all peakable material for trenches compact, and use for backfill, compact and dispose of surplus material for total trench depth:				
	2.3.1	Not exceeding 1,0 m deep channels	m ³	110		
	2.3.2	Half brick 110mm walls	m ²	275		
SABS 1200 G	2.4	PLASTERING				
	2.4.1	Compo plaster wood floated, on brickwork. On walls	m ²	275		
	2.4.2	30MPa/19mm reinforced concrete in bottoms of channels	m ³	11		
	2.4.3	Finishing bottoms of channels smooth with a steel trowel to falls	m ²	106		
CARRIED TO FORWARD						

UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF HEALTH SOCIAL SERVICES

PAYMENT REFERS TO	ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT TENDERED
		SECTION 2: STORMWATER WORKS				
		BROUGHT FORWARD				
SABS 1200 M.J	2.4.4	10mm Expansion joints with softboard through concrete bottoms of channels not exceeding 300mm high	m	14		
	2.4.5	50 x 50 x 5mm Angle section galvanised steel bearers bolted to brickwall	kg	2,074		
	2.4.6	Extra over for mitred and welded L-intersection	No	55		
	2.4.7	300mm Wide RS40 50 x 4.5 rectagrid, cut on site to suit stormwater channel	m ²	47		
	2.4.8	500mm Wide RS40 50 x 4.5 rectagrid, cut on site to suit stormwater channel	m ²	59		
	2.4.9	Hot rolled seamless 2.4x1.2m [3mm thick] galvanised Steel sheets	m ²	3		
	2.5	PAVING WORKS 60mm Thick 25MPa precast concrete interlocking block paving of approved colour paving blocks in accordance with SANS 1058, laid to falls on and including 20mm thick sand layer with joints filled in with sand, compacted with a vibration compactor				
	2.5.1	Paving to parking areas etc. to falls	m ²	789		
	2.5.2	PITCHING, STONEMWORK, AND EROISION PROTECTION Provide and construct cement-mortared 1:4 fine pointed Class A stone masonry for cascades, inlet and outlet structures for culverts, and where instructed including foundation and all ancillary works	m ²	12		
	2.6	FENCING GROUND BEAM Extension of [300x200]mm 25MPa concrete ground beam	m ³	6		
2.7	CARPORT Shaded carports complete with installations	Sum				
		CARRIED TO SUMMARY				

UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF HEALTH SOCIAL SERVICES

BILL: SUMMARY OF BILLS OF QUANTITIES

SECTION	DESCRIPTION	AMOUNT
	<p>1 Preliminary and generals</p> <p>2 Stormwater Works</p>	
SUB TOTAL OF BILL:		
<p>CONTIGENCIES (5%)</p> <p>The sum provided here is under the sole control of the Engineer and may be deducted in whole or in part (5%)</p>		
<p>SUB TOTAL</p> <p>(15%), VALUE ADDED TAX (VAT)</p> <p>Sum provided in terms of Clause 13 of the General Conditions Of Contact (5%)</p>		
GRAND TOTAL: BILL- UPGRADE OF OTAVI HEALTH CENTRE FOR THE MINISTRY OF HEALTH & SOCIAL SERVICES		