



REQUEST FOR SEALED QUOTATIONS FOR:

THE CONSTRUCTION OF OPEN MARKET IN HENTIES BAY

Procurement Ref: **W/RFQ/HBM-01/2024**

ISSUED BY:

PROCUREMENT MANAGEMENT UNIT
MUNICIPALITY OF HENTIES BAY
P.O. BOX 61
HENTIES BAY
NAMIBIA

NAME OF BIDDER



C/o Jakkalsputz road and Nicky Iyambo Avenue, Henties Bay, Namibia
P.O. Box 61, Henties Bay Tel: +264 (0) 64 502 000 Fax: +264 (0) 64 502 001
Website: www.hbaymun.com.na

24 October 2024

LETTER OF INVITATION

W/RFQ/HBM – 01/2024

Dear Bidders,

Invitation for Bids: The construction of Open Market in Henties Bay

The Municipality of Henties Bay invites you to submit your best bid for the works 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 Ms. M. Nghivalwa via email at Procurement@hbaymun.com.na.

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Nghivalwa', written over a horizontal line.

Ms. Martha Nghivalwa
Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Municipality of Henties Bay** 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 **120** 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;

- (h) Minimum of two references letters on previous construction works completed in Erongo Region.
- (i) Fitness certificate for the Municipality of Henties Bay

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **8 months** 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 Bid Box located at the ***Council Chamber at the Main Municipal Building at the corner of Jakkalsputz Road and Nickey Iiyambo Avenue, not later than 8 November 2024 @ 15h00.*** Quotations by post or hand delivered should reach Procurement Management Unit at the Municipality of Henties Bay, corner of Jakkalsputz Road and Nickey Iiyambo Avenue by the same date and time at latest. Late Quotations will be rejected.

Quotations received by e-mail 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 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 areas 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 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

N/A

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: 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:	Municipality of Henties Bay
Procurement Reference Number:	W/RFQ/HBM – 01/2024
Subject matter of Procurement:	THE CONSTRUCTION OF OPEN MARKET IN HENTIES BAY

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 _____ days *[insert number of 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 _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* 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		

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(1) (b) and 37(5))

Date: *[Day | month | year]*

Procurement Ref No.:

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

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

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

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

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

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

Capacity of:

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

Name:

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

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

Dated on _____ day of _____

[insert date of signing]

Corporate Seal (where appropriate)

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

**delete if not applicable / appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

- The Contractor shall liaise with the employer (Council) with regard to access to the site, time of arriving and leaving and deliveries of materials.
- Unless otherwise indicated, material and rubble obtained from construction works shall be disposed of off-site at a landfill site selected by the Contractor and approved by the Employer.
- Waste generated by works shall be removed from site within 5 days of the completion of the demolition work concerned

Equivalency of Standards and Codes

- The Contractor is to adhere to the requirements pertained in the Occupational Health and Safety Act, the Health and Safety specification and the Contractor's approved Health and Safety plan.
- All building works should be done in accordance with the SANS10400 building regulations.
- All excavations, DPC and superstructure inspections should be inspected and signed off by the Building Inspector.
- Sewer and water connections to Municipal services should be signed off by Council's Sewer & Water artisans.

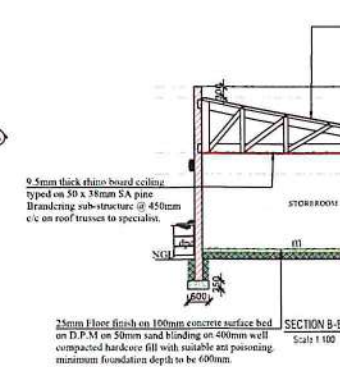
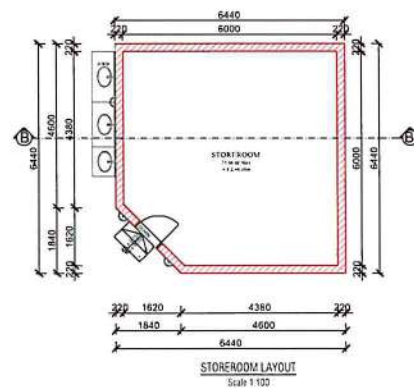
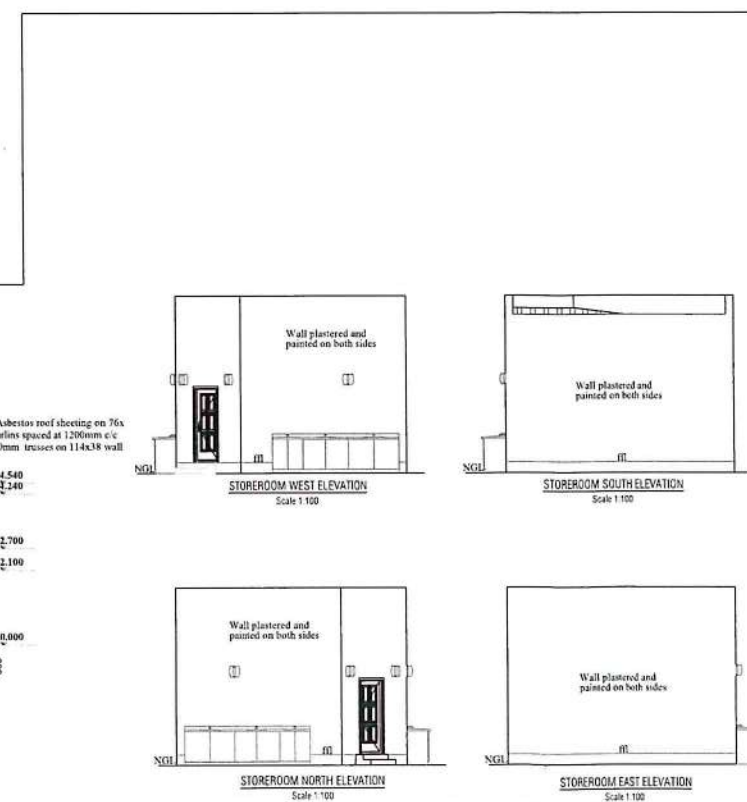
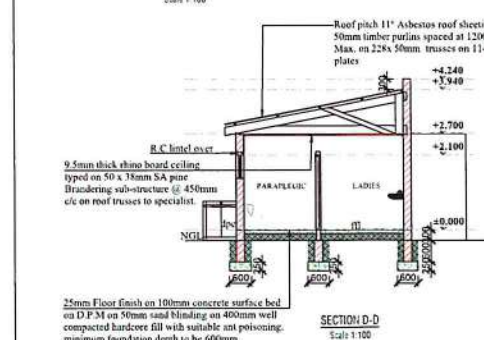
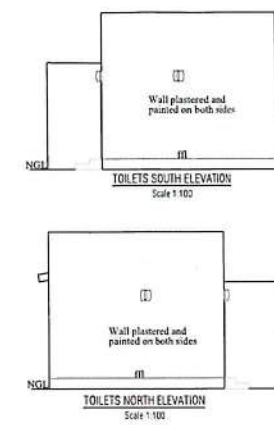
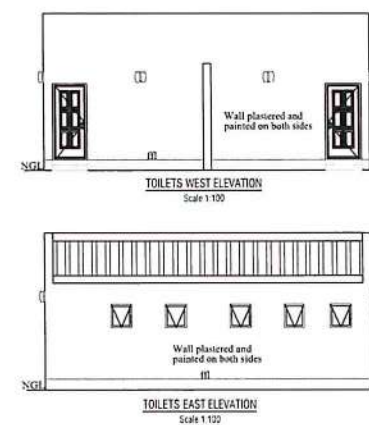
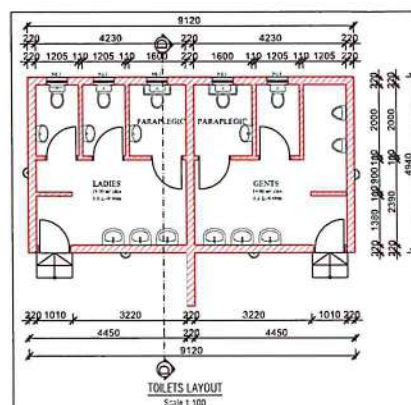
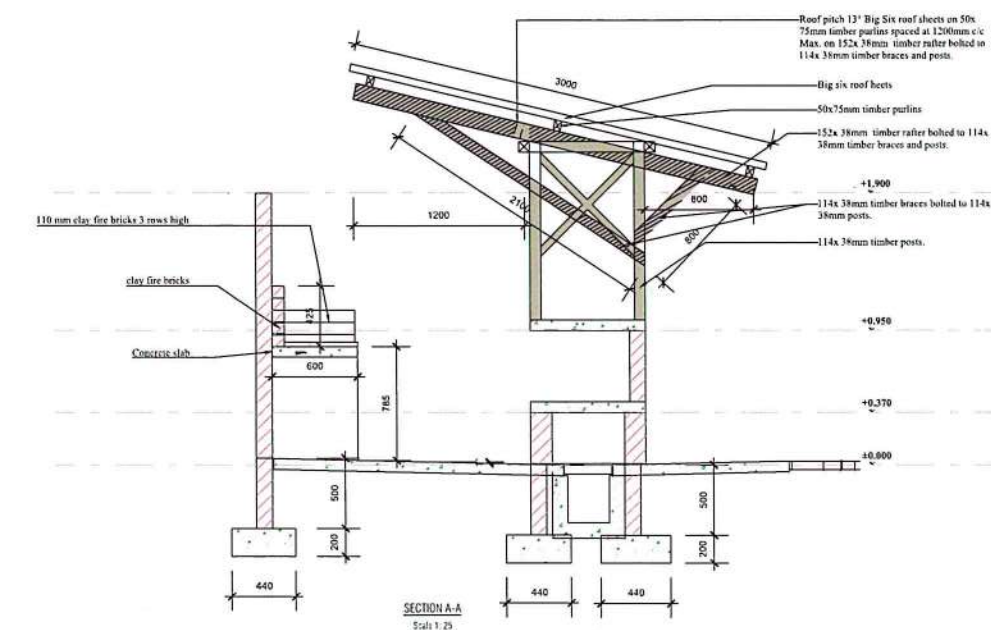
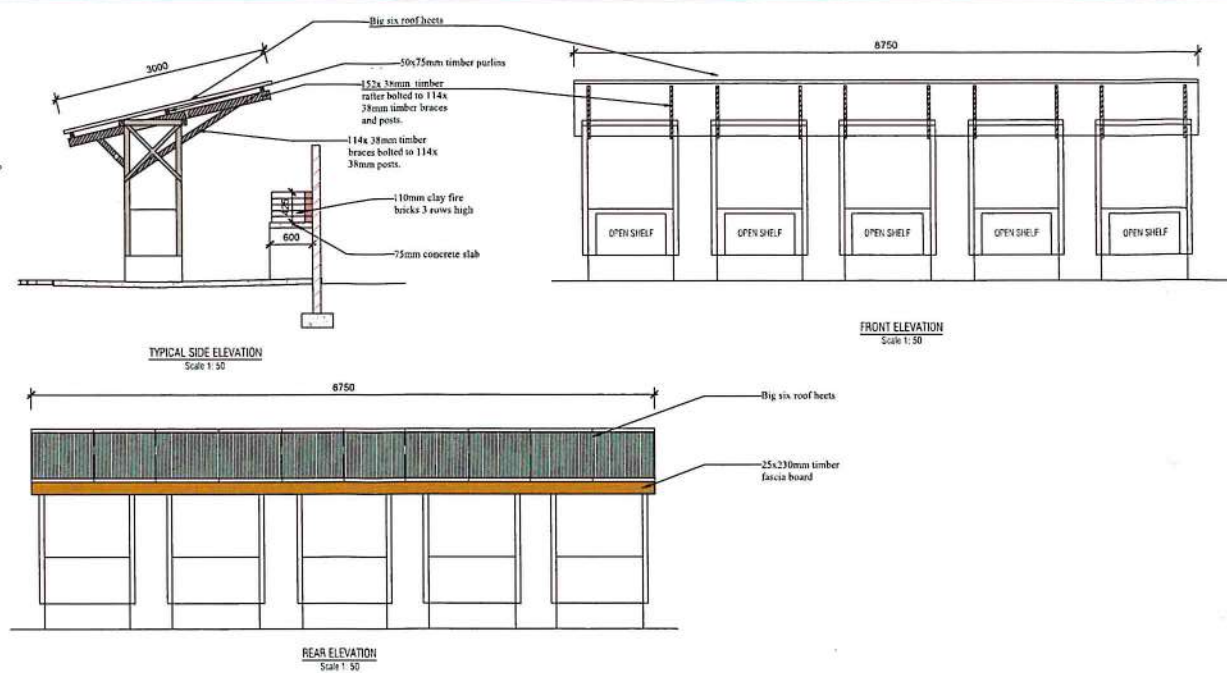
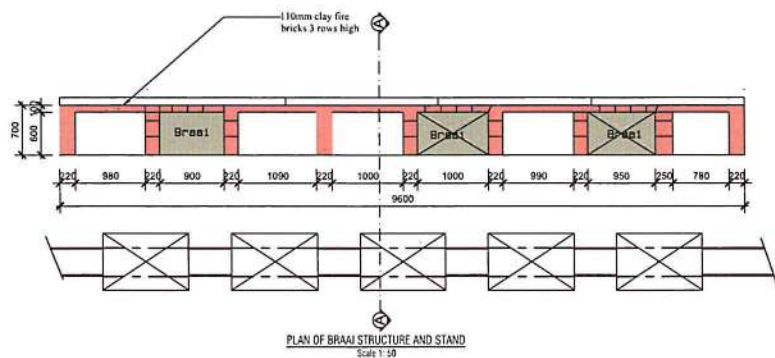
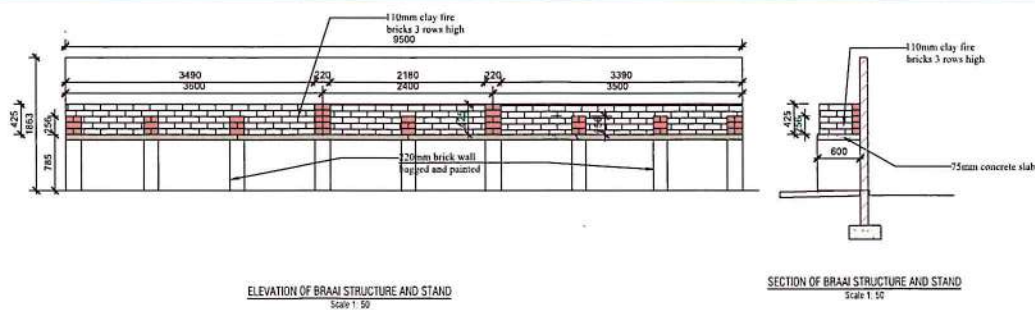
A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The following work is required as per the activities schedule and pricing included in the bids:

- The construction of braai areas and shades
- The construction of storerooms, stalls and salons.
- The construction of ablution facilities

B. DRAWINGS

See attached



CONSTRUCTION NOTES

- FOUNDATIONS FOOTING:** 600x250mm 20 MPa mass concrete (building). Unless otherwise stated, foundation walls shall be of red industrial bricks bedded in 1:5 mortar and to have brick force every third course from foundation to surface bed level.
- SURFACE BED:** 25mm cement sand screed to be laid on 25mpa 100mm thick surface bed on 250micron dpm layer with 10mm lagged tapped joints on 50mm thick compacted river sand on well consolidated fill in layers not exceeding 150mm thickness.
- WALLS:** Unless otherwise stated, superstructure brickwork shall be tested and approved stock type bricks bedded in 1:5 mix mortar and to have brick force every 5th course from dip up to window head and every course thereafter up to wall plate level.
- PLASTER:** As above, wood floated finish or to match existing finishes. Paint: Internal & external quality PVA to walls. Cashmere/eggshell enamel to doors all to manufacturers specifications.
- WINDOWS/DOORS:** Steel door frames to receive eggshell enamel paint. Aluminium window and doors to manufacturers specification and colour by client.
- CILLS INTERNAL/EXTERNAL:** All external cills to be fibre cement INT: Plaster cill
- ELECTRICAL/PLUMBING:** By qualified artisans in accordance with local municipality regulations.

- FINISHES FLOOR:** Floor finish as per developers preference SKIRTING: Tile skirting to match floor tile 100mm high
- WALLS:** Wall tiles to wet areas. Bathroom wall tiles 2.1m AFFL. Kitchen Above counter, 3 rows

FOR APPROVAL

COVERAGE TABLE

TOTAL ERF AREA	5655.00 m²
NEW BUILD AREA	272.00 m²
TOTAL BUILD AREA	272.00 m²
TOTAL UN-BUILD AREA	5383.00 m²
COVERAGE	4.80 %

NOTES

DO NOT SCALE FROM THIS DRAWING. ONLY FIGURED DIMENSIONS ARE TO BE USED. WHERE A DISCREPANCY OCCURS BETWEEN THIS DRAWING AND ANY SITE DIMENSION OR THE SPECIFICATION THIS MUST BE REPORTED BEFORE ANY OF THE WORK SHOWN ON THIS DRAWING IS COMMENCED. THE CONTENTS OF THIS DRAWING IS THE COPYRIGHT OF THE DRAUGHTSMAN.

SURVEYED	DESIGNED	DRAWN	CHECKED	APPROVED	SIGNED
NAME	M. Ngqolweni	M. Ngqolweni			

CLIENT

HENTIES BAY MUNICIPALITY
HENTIES BAY

PROJECT TITLE

PROPOSED OPEN MARKET,
HENTIES BAY

DRAWING TITLE

STORE ROOM, BRAAI STAND, TOILETS LAYOUT,
ELEVATION, SECTION, & DETAIL

SCALE

AS SHOWN

DATE

JULY 2022

DESIGNER

FERMIUM DESIGNS AND DRAUGHTING

CELL: 081 3587092

FERMIUM
Engineering

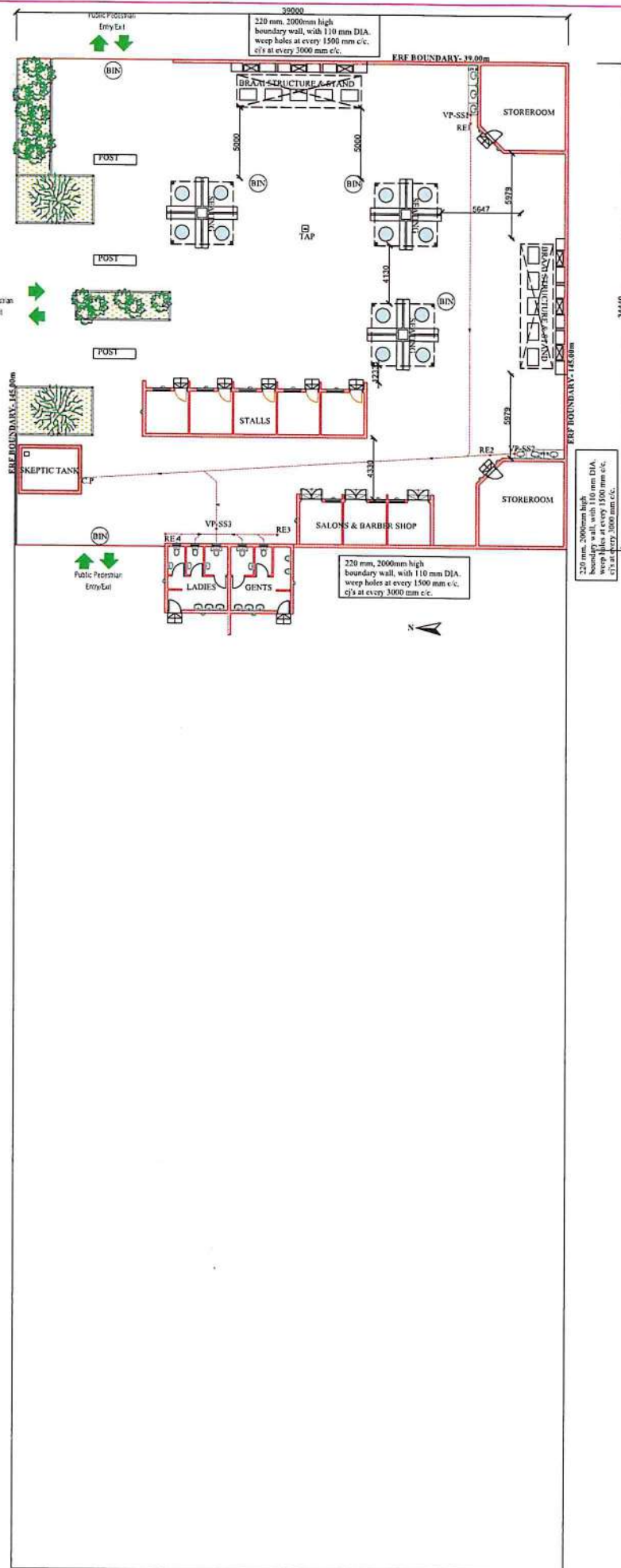
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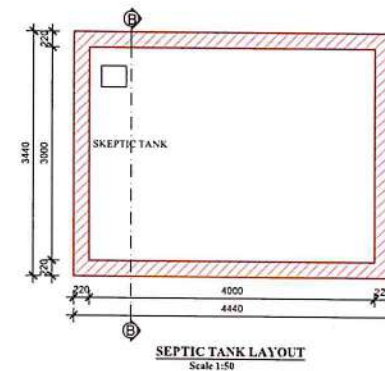
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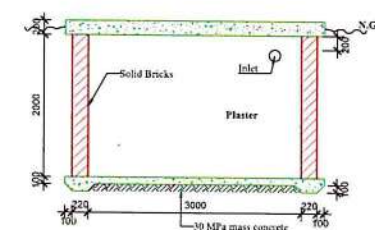
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ERF LAYOUT
Scale 1:200



SEPTIC TANK LAYOUT
Scale 1:50



SECTION B-B
Scale 1:50

FOR APPROVAL

COVERAGE TABLE

TOTAL ERF AREA	5655.00 m ²
NEW BUILD AREA	272.00 m ²
TOTAL BUILD AREA	272.00 m ²
TOTAL UN-BUILD AREA	5383.00 m ²
COVERAGE	4.85 %

NOTES

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WHERE A DISCREPANCY OCCURS BETWEEN THIS DRAWING AND ANY SITE DIMENSION OR THE SPECIFICATION THIS MUST BE REPORTED BEFORE ANY OF THE WORK SHOWN ON THIS DRAWING IS COMMENCED.
THE CONTENTS OF THIS DRAWING IS THE COPYRIGHT OF THE DRAUGHTSMAN.

DESIGNED	DRAWN	CHECKED	APPROVED	SIGNED
NAME	M. Sphingis	M. Sphingis		

CLIENT

BONTJES BAY MUNICIPALITY
BONTJES BAY

PROJECT TITLE

PROPOSED OPEN MARKET,
BONTJES BAY

DRAWING TITLE

SITE PLAN, SEPTIC TANK
ELEVATION, SECTION, & DETAIL

SCALE AS SHOWN	DATE JULY, 2022
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DESIGNER

FERMIUM DESIGNS AND DRAUGHTING
CELL: 081 3567092



CLIENT PROJECT NR 109
DRAUGHTING DWG NR 2022/OP/INT-03

PAPER SIZE: A1

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/HBM – 01/2024

[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.

#	Description	Unit	Qty	Rate	Amount
	<u>BILL NO 1</u>				
	<u>MOBILIZATION AND DEMOBILIZATION FEE</u>				
1	Mobilization: Installation of the site office, provide construction equipment all equipments, including water and electricity supply for all works, stores and materials (incl. disposal of waste) for the workers, removal of all rubbish and site preparation including demobilization. All Safety and security measures of site must be included. Any costs for site set up have to be included, no additional payment will be accepted.	Item	1		
	TOTAL				
	<u>BILL NO 2</u>				
	<u>EARTHWORKS</u>				
	EXCAVATION				
	Excavation in earth not exceeding 2m deep				
1	Trenches	m3	49.50		
2	Holes	m3	1.00		
	Extra over trench and hole excavations in earth for excavation in				
3	Soft rock <i>Provisional</i>	m3	14.00		
4	Hard rock <i>Provisional</i>	m3	7.00		
	Extra over all excavations for carting away				
5	Surplus material from excavations and/or stock piles on site to a dumping site to be located by the contractor	m3	10.00		
	Risk of collapse of excavations				
6	Sides of trench and hole excavations not exceeding 1,5m deep	m2	184.00		
	Keeping excavations free of water				
7	Keeping excavations free of water	Item	1.00		
	FILLING, ETC				
	Earth filling obtained from the excavations and/or prescribed stock piles on site, compacted to 95% Mod AASHTO density				
8	Backfilling to trenches, holes, etc	m3	24.75		
9	Under floors, steps, pavings, etc	m3	36.00		
	Earth filling supplied by the contractor, compacted to 95% Mod AASHTO density				
10	G5 Material under floors, steps, pavings, etc	m3	15.50		

	Compaction of surfaces				
11	Compaction of ground surface in trench excavations etc to 93% Mod AASHTO density	m2	180.00		
12	Compaction of ground surface under floors, etc including scarifying for a depth of 150mm, breaking down oversize material, adding suitable material where necessary and compacting to 95% Mod AASHTO density	m2	99.00		
	Approved clean sand filling supplied by the contractor				
13	25mm Thick under floors, etc	m2	180.00		
	Prescribed density tests on filling				
14	Modified AASHTO Density test	No	7.00		
	SOIL POISONING				
	Soil insecticide				
15	Under floors etc including forming and poisoning shallow furrows against foundation walls etc, filling in furrows and ramming	m2	379.00		
16	To bottoms and sides of trenches, etc	m2	100.00		
	TOTAL				
	BILL NO 3				
	CONCRETE, FORMWORK AND REINFORCEMENT				
	UNREINFORCED CONCRETE				
	25MPa/19mm concrete				
1	Surface beds on waterproofing	m3	18.00		
	UNREINFORCED CONCRETE CAST AGAINST EXCAVATED SURFACES				
	25MPa/19mm Concrete				
2	Strip footings	m3	30.00		
	TEST CUBES				
8	Making and testing 150 x 150 x 150mm concrete strength test cubes (Provisional)	No	12.00		
	TOTAL				
	BILL NO 4				
	MASONRY				
	FOUNDATIONS				
	14MPa Rockface bricks				
1	Half brick walls	m2	29.00		
2	One brick walls	m2	126.00		
	SUPERSTRUCTURE				
	7MPa Brickwork of concrete bricks in class II mortar				
3	Half brick walls	m2	112.00		
4	Half brick walls in beamfilling	m2	18.00		
5	One brick walls	m2	470.00		
	BRICKWORK SUNDRIES				
	Brickwork reinforcement				
6	75mm Wide reinforcement built in horizontally in foundations (Provisional)	m	116.00		

7	75mm Wide reinforcement built in horizontally	m	520.00		
8	150mm Wide reinforcement built in horizontally in foundations (Provisional)	m	504.00		
9	150mm Wide reinforcement built in horizontally	m	1880.00		
	Prestressed fabricated lintels				
10	110 x 75mm Lintels in lengths not exceeding 3m	m	89.00		
	PAVING				
	200 x 100 x 60mm Thick 25Mpa cement paving bricks with butt joints on 25mm thick river sand bed with sand swept into joints including preparation of ground or filling				
11	Paving to aprons, floors, etc	m2			
	Precast concrete finished smooth on exposed surfaces including 25MPa concrete bedding, jointing and pointing				
12	Barrier kerb 125 x 250mm high set on 150mm thick unreinforced concrete bed with 150 x 150 x 300mm unreinforced concrete haunching at back of each joint including excavation, backfilling, etc	m			
	TOTAL				
	<u>BILL NO 5</u>				
	<u>WATERPROOFING</u>				
	DAMPPROOFING OF WALLS AND FLOORS				
	One layer of 375 micron "Consol Plastics Brikrip DPC" embossed damp proof course				
1	In walls	m2	43.00		
	One layer of 250 micron "Consol Plastics Gunplas USB Green" waterproof sheeting sealed at laps with "Gunplas Pressure Sensitive Tape"				
2	Under surface beds	m2	180.00		
	JOINT SEALANTS, ETC				
	Sikaflex Pro-3 icure two-part polysulphide sealing compound including backing cord, bond breaker, primer, etc				
3	6 x 10mm In saw cut joints in floors	m	40.00		
4	10 x 10mm In expansion joints in floors including raking out expansion joint filler as necessary	m	40.00		
	TOTAL				
	<u>BILL NO 6</u>				
	<u>ROOF COVERINGS, AND CEILINGS ETC</u>				
1	Big six Roof covering with pitch not exceeding 25 degrees	m2	302.00		
2	6.4mm Rhino board ceilings including 38x50mm branderings	m2	183.00		
3	Flashings	m	123.00		
4	75mm Rhino cornice	m	236.00		
5	50x228mm sapine	m	553.00		
6	50x76mm sapine purlin	m	350.00		
7	50x152mm sapine rafters	m	150.00		

8	38x152mm sapine	m	30.00		
9	38x114mm sapine	m	216.00		
10	120mm dia tenalith round pole 2.7	no	12.00		
	TOTAL				
	<u>BILL NO 7</u>				
	<u>IRONMONGERY</u>				
	HINGES, LOCKS				
	JS Hardware				
1	Cylinder lockset	No	17.00		
	BATHROOM FITTINGS				
	Halcast				
2	135-CP toilet roll holder with wooden roller	No	4.00		
	Chairman Industries				
3	670 x 246mm "SR2" stainless steel rear grab rail	No	2.00		
4	300 x 300 x 300mm "DL2" stainless steel side grab rail	No	2.00		
	SUNDRIES				
	Approved				
5	30mm Diameter rubber doorstop, plugged	No	20.00		
	TOTAL				
	<u>BILL NO 8</u>				
	<u>METALWORK</u>				
	PRESSED STEEL COMBINATION DOORS AND FRAMES				
	Wispeco doors				
1	Door 813 x 2032mm high with rebated frame suitable for half brick wall and with pull spring latch	No	5.00		
2	Door 813 x 2032mm high with rebated frame suitable for One brick wall and with pull spring latch	No	9.00		
3	Door 1613 x 2032mm high with rebated frame suitable for One brick wall and with pull spring latch	No	3.00		
	STEEL WINDOWS, DOORS, ETC				
	Standard residential windows joined with standard coupling mullions where applicable with and including 25 x 5mm flat bar burglar proofing welded to window frame to opening section only as well as aluminium mosquito screens to opening sections				
4	Window type NE1	No	5.00		
5	Window type ND57	No	8.00		
	813x2032mm Semi-solid door for internal	no	5.00		
	813x2032mm exterior hard wood door	no	19.00		
	1613x2032mm double exterior hard wood door	no	3.00		
	TOTAL				
	<u>BILL NO 9</u>				
	<u>PLASTERING</u>				
	SCREEDS				
1	30mm Thick on floors and landings	m2	182.00		

	INTERNAL PLASTER				
	Cement plaster on brickwork				
2	On walls	m2	707.00		
3	On narrow widths	m2	1.00		
	EXTERNAL PLASTER				
	One coat smooth plaster and one coat rough-cast cement plaster on brickwork				
4	On walls in foundations (Provisional)	m2	485.00		
5	On narrow widths	m2	1.00		
	TOTAL				
	BILL NO 10				
	PLUMBING AND DRAINAGE				
	SANITARY FITTINGS				
	Atlas Plastics polypropylene OR Similar approved				
1	382AP Wash hand basin including fixing sets, etc	No	10.00		
2	551AP Urinal with semi concealed trap including fixing sets, etc	No	2.00		
3	1570AP Closed couple wc suite comprising pan, cistern and flushing mechanism including fixing sets, etc	No	5.00		
	WASTE UNIONS, ETC				
	uPVC				
4	38mm Urinal waste with chrome plated grating	No	10.00		
	Cobra Watertech				
5	32mm "COB-FWARBS10-0GT01" slotted basin waste union	No	10.00		
6	40mm "COB-309-40 CP" anti-theft plug	No	10.00		
	TRAPS, ETC				
	uPVC				
7	32 x 50mm P- or S-trap	No	10.00		
	Cobra Watertech				
	TAPS, VALVES, ETC				
	Schloesser				
8	15 x 15mm CP angle regulating valve with cover plate	No	15.00		
	Cobra Watertech				
9	15mm x 450mm Long "HC3/8/3/8FF-450" braided steel connector pipe	No	19.00		
10	15mm "COB-221-15" extended bib tap	No	10.00		
11	15mm "208-15" hose bibtap with 20mm hose union	No	3.00		
	Walker Crosweller				
	Cetus				
12	15mm "655210SA" Urinal flush valve with and including "FIXPRURIOPUC" spreader	No	2.00		
	SANITARY PLUMBING				
	uPVC pipes				
13	50mm Pipes	m	28.00		
14	110mm Pipes	m	80.00		
	Extra over uPVC pipes for fittings				
15	50mm uPVC x 40mm BSP tread adaptor	No	12.00		

16	50mm Bend	No	9.00		
17	50mm Access bend	No	12.00		
18	50mm Junction	No	7.00		
19	110mm Access bend	No	5.00		
20	110mm Access junction	No	5.00		
21	110 x 50mm Access reducing junction	No	5.00		
22	110mm Two-way vent valve	No	5.00		
	Sundries				
23	Testing waste pipe system	Item	1.00		
	WATER SUPPLIES				
	Class 0 copper pipes				
24	15mm Pipes	m	120.00		
25	22mm Pipes	m	28.00		
	Extra over class 0 copper pipes for capillary fittings				
26	15mm Fittings	No	73.00		
27	22mm Fittings	No	18.00		
	Sundries				
28	Testing water pipe system	Item	1.00		
	TOTAL				
	BILL NO 11				
	GLAZING				
	GLAZING TO STEEL WITH PUTTY				
	4mm Clear float glass				
1	Panes exceeding 0,1m2 but not exceeding 0,5m2	m2	13.00		
	4mm Obscure float glass				
2	Panes exceeding 0,1m2 but not exceeding 0,5m2	m2	1.80		
	TOTAL				
	BILL NO 12				
	PAINTWORK				
	PAINTWORK, ETC TO NEW WORK ON				
	FLOATED PLASTER SURFACES				
	Stop with suitable acrylic filler, one coat plaster primer and two coats super acrylic PVA on				
1	External walls	m2	485.00		
2	Internal walls	m2	707.00		
	METAL SURFACES				
	Clean with degreaser, one coat mild steel metal primer and two coats water based enamel paint on				
3	Windows	m2	5.00		
4	Doors and door frames	m2	75.00		
	Clean with galvanised iron cleaner, one coat galvanized iron primer and two coats water based enamel paint on				
5	On ceilings	m2	182.00		
	TOTAL				

	BILL NO 13				
	EXTERNAL WORK				
	SITE CLEARANCE, ETC				
	Site clearance				
1	Digging up and removing rubbish, debris, vegetation, hedges, shrubs and trees not exceeding 200mm girth, bush, etc	m2	1,343.00		
	BOUNDARY WALL AND WALLS AT SITTING AREA				
	Excavation of trenches	m2	46.00		
2	25Mpa/19mm concrete stripfooting	m3	15.48		
3	25Mpa/19mm concrete seating	m3	4.80		
4	Formworks	m2	58.00		
5	One brick walls Rockface in foundation	m2	97.00		
	SUPERSTRUCTURE				
	7MPa Brickwork of concrete bricks in class II mortar				
6	One brick walls	m2	210.00		
	BRICKWORK SUNDRIES				
	Brickwork reinforcement				
7	150mm Wide reinforcement built in horizontally	m	844.00		
8	Plastering	m2	358.00		
9	Paintwork to wall	m2	358.00		
	Independent Concrete table	no	12.00		
	Concrete chairs	no	64.00		
	PLUMBING AND DRAINAGE				
	SOIL DRAINAGE				
	<u>uPVC pipes</u>				
10	110mm Pipes vertically or ramped to cleaning eyes etc (no excavation)	m	16.00		
	<u>Extra over uPVC pipes for fittings</u>				
11	110mm Bend	No	3.00		
12	110mm Junction	No	1.00		
	<u>The following in one conservancy tanks</u>				
13	Excavation not exceeding 2m deep	m3			
14	Extra over for hard rock excavations	m3			
15	Risk of collapse of excavations walls exceeding 1,5m deep	m2			
16	Cart away excavated soil to a dumping site located by the contractor	m3			
17	Backfilling to trenches, holes, etc obtained from the excavations, compacted to 100% Mod AASHTO density	m3			
18	30MPa/19mm Reinforced concrete in floors, slabs, etc	m3			
19	Finishing top surfaces of concrete smooth with a wood float/steel trowel	m2			
20	Formwork to soffits of slabs	m2			
21	Formwork to edges, risers, etc not exceeding 300mm high	m			
22	Bar reinforcement in floors, slabs, walls, etc	kg			
23	220mm Cement brick wall	m2			

24	Cement plaster on walls	m2			
25	100mm Galvanized steel pipe	m			
26	Extra over 100mm galvanized pipe for 100mm flange, cast into concrete	No			
27	Extra over 100mm galvanized pipe for 100mm bend filled with and including mosquito gauze and chicken mesh	No			
28	173 x 240mm Cast iron horseshoe pattern step iron built into brickwork	No			
29	600 x 600mm "Saint Cobain 2120" hinged cast iron manhole cover and frame	No			
	TOTAL				
	<u>SUMMARY</u>				
1	Preliminaries				
2	Earthworks				
3	Concrete, formwork & reinforcement				
4	Masonry				
5	Waterproofing				
6	Roof covering & ceilings				
7	Ironmongery				
8	Metalwork				
9	Plastering				
10	Plumbing & drainage				
11	Glazing				
12	Paintwork				
13	External Works				
	Net Amount				
	add 5% contingencies				
	SUB-TOTAL				
	Add: Value Added Tax at 15%				
	TOTAL TENDER PRICE				

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/HBM – 01/2024

[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>
1	Concrete, formwork & reinforcement		
2	Masonry		
3	Waterproofing		
4	Roof covering & ceilings		

* 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/RFQ-GCC**) available on the website of the Public Entity <https://hbaymun.com.na/> except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/HBM – 01/2024

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	The employer is Henties Bay Municipality, Erf 1523 C/O Jakkalsputz & Nicky Iyambo Avenue, P.O. Box 61, Henties Bay, Namibia, and the employer representative is the Strategic Executive: Technical Services Mr Dismon Kambatuamasa
Intended Completion Date GCC	The intended completion date is: _____ 01 June 2025
Project Manager GCC 1.1(y)	The Project Manager is: Strategic Executive: Technical Services Mr. Dismon Kambatuamasa
Site GCC 1.1(aa)	The Site is located at Erf 509 Libertina Amadhila Street, Omdel Extension 1 and is defined in DrawingsNos:
Start Date GCC 1.1(dd)	The Start Date shall be: TBD
The Works GCC 1.1(hh)	The Works consist of: SME Market Construction Project In Henties Bay
Interpretation GCC 2.2	The project will be completed in the following sections:
Interpretation GCC2.3	The following additional documents shall form part of the contract: None

GCC Clause Reference	Special Conditions
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 <i>may not</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address: Henties Bay Municipality Erf 1513 C/O Jakkalsputz & Nicky Iyambo Avenue P.O Box 61 Henties Bay Namibia 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
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: <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 onsite 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:

GCC Clause Reference	Special Conditions
	<p>(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></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></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>
Site Date GCC 14.1	The site Data shall be: Will be communicated between the parties
Possession of the Site GCC 20.1	The Site Possession Date shall be: Will be communicated between the parties
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 3 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days.
Payment Certificates GCC 39.7	

GCC Clause Reference	Special Conditions
	“Payment shall be made as per progress of works <i>without</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 (l)	None
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (ii) 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.* * Delete as appropriate
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>0.05per cent</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i> .
Bonus GCC 47.1	The rate for the Bonus per calendar day is: <u>N/A</u>
	(i) No advance payment shall be made*

GCC Clause Reference	Special Conditions
Performance Security GCC 49.1	(i) No Performance Security is required*
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are</i> required.
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: <i>[insert percentage]</i>

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid securing Declaration		
Valid company Registration Certificate		
Valid good Standing Tax Certificate		
Valid good Standing Social Security Certificate		
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;		
Certificate indicating SME Status		
Written undertaking 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;		
Two Reference letters of previous similar work completed		
Valid Fitness 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.