



Request for Quotations for Non-Consultancy Services

**Request for Quotations for the Procurement of Canal
Cleaning and Servitude debushing for a period of 24 months.**

Procurement Reference No: NCS/RFQ/NW – 003/2027

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Lot 1: Total Rate for Kunene (Excl. VAT)		
Lot 2: Total Rate for Cuvelai (Excl. VAT)		
Lot 3: Total Rate for Brandberg (Excl. VAT)		
Contact Phone number	Work:	Mobile:

Documents must be posted/delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2009, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: Thursday, 13 August 2026 at 11h00

NO LATE BIDS WILL BE ACCEPTED!

NOTICE TO BIDDERS

- ☐ **Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- ☐ **Take note to sign all relevant pages as stipulated in the bidding standard document.**
- ☐ **Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.**



Namibia Water Corporation Ltd.
Private Bag 13389, Windhoek, Namibia
Tel: +264 61 71 2066
Fax: +264 61 21 0741

Letter of Invitation

[Name and Address of Bidder_____

Procurement Reference Number: NCS/RFQ/NW-003/2027

22 July 2026

Dear Bidder,

Request for Quotations for the Procurement of Canal Cleaning and Servitude Debushing Services for a period of 24 months.

NamWater invites you to submit your best quote for the services 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 Procurement Management Unit, (PMU) Email:
bids@namwater.com.na, Private Bag 13389, Windhoek, Namibia.

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

Yours faithfully,

Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NamWater reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation; or
- (c) 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 services 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 Performance Standards 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 certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document;
- (b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath;
- (c) Have a valid good Standing Social Security Certificate;
- (d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath;
- (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;

- (g) A comprehensive Company profile shall be submitted by the Bidder that includes the following information: Bidder's physical and postal address, contact details, organizational structure.
- (h) Provide listed Tools and Equipment Availability of Plant and Machinery including proof of ownership or lease agreement or letter of intent if hired.
- (i) Availability of documented Health, Safety and Environmental Policy (HSE) policy to substantiate experience in occupational health, safety and environment management
- (j) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of **24 months**.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Thursday, 13 August 2026 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by NamWater immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

NamWater 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 to determine the lowest evaluated quotation.

11.1. Evaluation Criteria

(a) Mandatory Documents

Subject	Requirement	Responsive	Non Responsive
1.	Bidder has submitted an original copy of complete company registration founding statement (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).)		
2.	Bidder has submitted valid copies of Namibian Identification Documents of all shareholders (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and		

	Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
3.	Bidder has an original valid good Standing TAX Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		
4.	Bidder has a valid good Standing Social Security Certificate		
5.	Bidder has a valid certified copy of Affirmative Action Compliance Certificate, proof of Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		
6.	A comprehensive Company profile shall be submitted by the Bidder that includes the following information: Bidder's physical and postal address, contact details, organizational structure.		
7.	Bidder has submitted a list of Tools and Equipment Availability of Plant and Machinery including proof of ownership or lease agreement or letter of intent if hired.		
8.	Bidder has submitted a documented Health, Safety and Environmental Policy (HSE) policy to substantiate experience in occupational health, safety and environment management.		
10.	Bidder has submitted 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;		
OVERALL LEGAL COMPLIANCE			
Submission of the above is MANDATORY and any bid deemed non responsive at this stage will not be considered further			

12.Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13.Prices and Currency of Payment

Prices for the execution of services 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 services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14.Margin of Preference

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

Margins of preference applicable for exclusive preference to local suppliers will be applied as follows;

Bidders applying for the Margin of Preference must submit evidence.

Categories of Bidders	Margin of Preference	Documentary evidence to be submitted	CRITERIA
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.	“manufacturer” means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether or not – (a) the transformation is through work; (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	A bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose

			minimum equity is 51 % owned by Namibians.
Women owned Enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicating the percentage of Namibian PDPs ownership	A bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens	A bidder who employs 50% or more Namibian citizens. Submit employees Social Security certificates
TOTAL	10%		

Formula to calculate margins of preference:

$$A = \frac{MP \times BP}{100}$$

100

in which formula -

(a) “A” represents the amount to be determined.

(b) “MP” represents the total percentage of all margins of preferences

granted in respect of the bid; and
(c) "BP" represents the bid price.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services 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 and General Conditions of Contract

The work will be awarded per Lot. Each Lot will be awarded to 2 contractors (Primary and Secondary). The Secondary will only be selected if it's offered within 5% of the Primary.

NamWater holds the discretion to award multiple lots to one contractor in the event that the contractor is the cheapest in the Lot(s) and the second cheapest contractor is extremely expensive (more than 5% of the cheapest contractor).

15. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to : <i>[Name of Public Entity]</i> :	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	NCS/RFQ/NW-003/2027
Subject matter of Procurement:	Request for Quotations for the Procurement of Canal Cleaning services for a period of 24 months.

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct 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 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.

The services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to 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./Fax	

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: SCOPE OF SERVICES

- **1. Purpose**

The purpose of this contract is to appoint a qualified contractor's to undertake routine and periodic canal cleaning, servitude de-bushing and maintenance activities to ensure uninterrupted water flow, safe operation, and accessibility of the canal infrastructure.

- **2. General Description of Services**

The Contractor's shall provide all labour, supervision, equipment, tools, and materials necessary to perform comprehensive cleaning and maintenance of the canal system and de-bushing of servitudes within the designated servitude area.

- **3. Scope of Work**

- **3.1 Canal Cleaning**

The Contractor's shall:

- Remove accumulated mud, silt, sand, and sediment from canal beds to maintain design flow capacity.
- Remove and control aquatic weeds, reeds, grass, and invasive vegetation growing within and along the canal.
- Clear all floating and deposited debris, including plastics, branches, and other obstructions that hinder water flow.
- Ensure that removed material is disposed of at approved disposal sites in accordance with environmental requirements.

- **3.2 De-bushing and Servitude Maintenance**

The Contractor shall:

- Carry out de-bushing of the full canal (and other areas as required) servitude width, including removal of shrubs, bushes, and small trees.
- Maintain clear visibility along the canal for monitoring and inspection purposes.
- Prevent regrowth by applying appropriate mechanical or approved methods.

- **3.3 Access Road Maintenance**

The Contractor shall:

- Grade and maintain canal access roads to ensure all-weather accessibility.
- Remove obstacles obstructing access routes.

- Repair minor road surface irregularities (e.g., ruts, erosion damage) to maintain safe passage for vehicles and personnel.

- **3.4 Manual Cleaning of Inaccessible Areas**

The Contractor shall:

- Perform manual cleaning operations in areas where machinery cannot access, including but not limited to:
 - Syphons
 - Culverts
 - Narrow sections and confined structures
- Ensure these areas are free from blockages and maintain hydraulic efficiency.

- **3.5 Support to Operational Activities**

The Contractor shall:

- Provide operational support during gate valve operations at Long Weirs, as and when required by the Employer.
- Ensure availability of personnel to assist with:
 - Opening and closing of gates
 - Clearing obstructions during operation
 - General safety support during water regulation activities

- **4. Performance Requirements**

The Contractor shall:

- Maintain continuous unobstructed water flow within the canal.
- Schedule works to minimize disruption to water supply operations.
- Ensure all cleaned sections meet acceptable hydraulic performance standards.
- Conduct works in a manner that prevents re-contamination or re-blockage.

- **5. Environmental and Safety Requirements**

The Contractor shall:

- Comply with all environmental regulations and avoid pollution of water bodies.
- Dispose of waste materials at designated and approved disposal sites.
- Implement health and safety measures for all personnel, including use of PPE.
- Ensure safe operation of equipment near water channels and public areas.

- **6. Equipment and Resources**

The Contractor shall provide:

- Suitable mechanical equipment (e.g., excavators, graders, brush cutters).
- Adequate manual labour teams for detailed and inaccessible work.
- All necessary tools and transport to execute the works efficiently.

- **7. Inspection and Reporting**

The Contractor shall:

- Conduct routine inspections before and after cleaning activities.
- Report on:
 - Work completed
 - Canal condition
 - Any defects or risks identified
- Maintain a log of activities and interventions for submission to the Employer.

- **8. Service Levels and Response**

- Routine cleaning shall be conducted as per an agreed maintenance schedule.
- Emergency blockages must be addressed within a specified response time (to be defined in contract).
- The Contractor must demonstrate the ability to mobilize quickly when required.

- **9. Exclusions (if applicable)**

Any works not expressly included in this scope, such as major structural repairs or redesign of canal infrastructure, shall be handled under separate contracts unless otherwise instructed.

- **10. Deliverables**

- Clean, obstruction-free canal system
- Maintained servitude and accessible inspection routes
- Monthly/periodic performance reports
- Compliance with safety and environmental standards

Sites

The sites for the above scope of work to include all the water supply schemes in the business units:

Site 1 – Kunene - Outapi
Omusati
Kunene

Site 2: Cuvelai - Oshakati**Ohangwena****Oshana****Oshikoto****Site 3: Khomas and Brandberg****Khomas****Otjozondjupa****Omaheke****Erongo****Oshikoto****Kunene**

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NW-003/2027

Description: Request for Quotations for the Procurement of Canal Cleaning services for a period of 24 months.

Currency of Quotation: Namibian Dollars

Lot 1: Kunene (Outapi)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	<u>Works</u>				
1.1	Canal Cleaning	1	Km		
1.2	De-bushing of servitude (20m width – 10m on either side of the canal from canal soffit)	1	Km		
1.3	Grass Cutting (20m width – 10m on either side of the canal from canal soffit)	1	Km		
1.4	Refuse removal (20m width – 10m on either side of the canal from canal soffit)	1	Km		
2	<u>Plant and Equipment</u>				
2.1	20-ton tracked hydraulic Excavator (Wet rate including Diesel and Operator)	1	Hr		
2.2	20-ton tracked hydraulic Grader (Wet rate including Diesel and Operator)	1	Hr		
2.3	D6 Tyre Dozer (Wet rate including Diesel and Operator)	1	Hr		
2.4	D6 Track Dozer (Wet rate including Diesel and Operator)	1	Hr		
2.5	Crane mounted truck (Wet rate including Diesel and Operator)	1	Hr		
2.6	Heavy duty Crane mounted truck (Wet rate including Diesel and Operator)	1	Hr		
2.7	10m ³ Tipper truck (Wet rate including Diesel and Operator)	1	Hr		
3	<u>Labour</u> NORMAL HOURS (Productivity rate to be taken as the average of the minimum and maximum of the values contained in the government gazette No. 8326)				

3.1	Artisan Welder and Fabrication	1	Hr		
3.2	Artisan Bricklayer and plastering	1	Hr		
3.3	General Worker	1	Hr		
4	<u>Labour</u> AFTER HOURS INCL SATURDAYS				
4.1	Artisan Welder and Fabrication	1	Hr		
4.2	Artisan Bricklayer and plastering	1	Hr		
4.3	General Worker	1	Hr		
5	<u>Labour</u> SUNDAYS				
5.1	Artisan Welder and Fabrication	1	Hr		
5.2	Artisan Bricklayer and plastering	1	Hr		
5.3	General Worker	1	Hr		
6	Transport (To be measured from the NamWater area office from which the work is being requested (Outapi)).				
6.1	20-ton tracked hydraulic Excavator	1	Km		
6.2	20-ton tracked hydraulic Grader	1	Km		
6.3	D6 Tyre Dozer	1	Km		
6.4	D6 Track Dozer	1	Km		
6.5	Tractor Loader Backhoe	1	Km		
6.6	Heavy duty Crane mounted truck	1	Km		
6.7	10m ³ Tipper truck	1	Km		
6.8	General Transportation of employees	1	Km		
7	Material				

7.1	42.5N 50kg cement	1	Each		
7.2	G6 gravel	1	m ³		
<i>Enter 0% VAT rate if VAT exempt.</i>				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

Lot 2: Cuvelai (Oshakati)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	<u>Works</u>				
1.1	Canal Cleaning	1	Km		
1.2	De-bushing of servitude (20m width – 10m on either side of the canal from canal soffit)	1	Km		
1.3	Grass Cutting (20m width – 10m on either side of the canal from canal soffit)	1	Km		
1.4	Refuse removal (20m width – 10m on either side of the canal from canal soffit)	1	Km		
2	<u>Plant and Equipment</u>				
2.1	20-ton tracked hydraulic Excavator (Wet rate including Diesel and Operator)	1	Hr		
2.2	20-ton tracked hydraulic Grader (Wet rate including Diesel and Operator)	1	Hr		
2.3	D6 Tyre Dozer (Wet rate including Diesel and Operator)	1	Hr		
2.4	D6 Track Dozer (Wet rate including Diesel and Operator)	1	Hr		
2.5	Crane mounted truck (Wet rate including Diesel and Operator)	1	Hr		
2.6	Heavy duty Crane mounted truck (Wet rate including Diesel and Operator)	1	Hr		
2.7	10m ³ Tipper truck (Wet rate including Diesel and Operator)	1	Hr		
3	<u>Labour</u> NORMAL HOURS (Productivity rate to be taken as the average of the minimum and maximum of the values contained in the government gazette No. 8326)				
3.1	Artisan Welder and Fabrication	1	Hr		
3.2	Artisan Bricklayer and plastering	1	Hr		
3.3	General Worker	1	Hr		

4	<u>Labour</u> AFTER HOURS INCL SATURDAYS				
4.1	Artisan Welder and Fabrication	1	Hr		
4.2	Artisan Bricklayer and plastering	1	Hr		
4.3	General Worker	1	Hr		
5	<u>Labour</u> SUNDAYS				
5.1	Artisan Welder and Fabrication	1	Hr		
5.2	Artisan Bricklayer and plastering	1	Hr		
5.3	General Worker	1	Hr		
6	Transport (To be measured from the NamWater area office from which the work is being requested (Oshakati)).				
6.1	20-ton tracked hydraulic Excavator	1	Km		
6.2	20-ton tracked hydraulic Grader	1	Km		
6.3	D6 Tyre Dozer	1	Km		
6.4	D6 Track Dozer	1	Km		
6.5	Tractor Loader Backhoe	1	Km		
6.6	Heavy duty Crane mounted truck	1	Km		
6.7	10m ³ Tipper truck	1	Km		
6.8	General Transportation of employees	1	Km		
7	Material				
7.1	42.5N 50kg cement	1	Each		
7.2	G6 gravel	1	m ³		

Enter 0% VAT rate if VAT exempt.

Other additional costs	
Subtotal	
VAT @ %	
Total	

Lot 3: Brandberg (Otjiwarongo)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	<u>Works</u>				
1.1	Canal Cleaning	1	Km		
1.2	De-bushing of servitude (20m width – 10m on either side of the canal from canal soffit)	1	Km		
1.3	Grass Cutting (20m width – 10m on either side of the canal from canal soffit)	1	Km		
1.4	Refuse removal (20m width – 10m on either side of the canal from canal soffit)	1	Km		
2	<u>Plant and Equipment</u>				
2.1	20-ton tracked hydraulic Excavator (Wet rate including Diesel and Operator)	1	Hr		
2.2	20-ton tracked hydraulic Grader (Wet rate including Diesel and Operator)	1	Hr		
2.3	D6 Tyre Dozer (Wet rate including Diesel and Operator)	1	Hr		
2.4	D6 Track Dozer (Wet rate including Diesel and Operator)	1	Hr		
2.5	Crane mounted truck (Wet rate including Diesel and Operator)	1	Hr		
2.6	Heavy duty Crane mounted truck (Wet rate including Diesel and Operator)	1	Hr		
2.7	10m ³ Tipper truck (Wet rate including Diesel and Operator)	1	Hr		
3	<u>Labour</u> NORMAL HOURS (Productivity rate to be taken as the				

	average of the minimum and maximum of the values contained in the government gazette No. 8326)				
3.1	Artisan Welder and Fabrication	1	Hr		
3.2	Artisan Bricklayer and plastering	1	Hr		
3.3	General Worker	1	Hr		
4	<u>Labour</u> AFTER HOURS INCL SATURDAYS				
4.1	Artisan Welder and Fabrication	1	Hr		
4.2	Artisan Bricklayer and plastering	1	Hr		
4.3	General Worker	1	Hr		
5	<u>Labour</u> SUNDAYS				
5.1	Artisan Welder and Fabrication	1	Hr		
5.2	Artisan Bricklayer and plastering	1	Hr		
5.3	General Worker	1	Hr		
6	<u>Transport</u> (To be measured from the NamWater area office from which the work is being requested (Otjiwarongo)).				
6.1	20-ton tracked hydraulic Excavator	1	Km		
6.2	20-ton tracked hydraulic Grader	1	Km		
6.3	D6 Tyre Dozer	1	Km		
6.4	D6 Track Dozer	1	Km		
6.5	Tractor Loader Backhoe	1	Km		
6.6	Heavy duty Crane mounted truck	1	Km		
6.7	10m ³ Tipper truck	1	Km		
6.8	General Transportation of employees	1	Km		

7	Material				
7.1	42.5N 50kg cement	1	Each		
7.2	G6 gravel	1	m ³		
<i>Enter 0% VAT rate if VAT exempt.</i>				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NW-00x/2027**

[Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification 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)
A*	B*	C	D
1	As per Section III: Scope of Services		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (time based) available on the website of the Public Entity (www.namwater.com.na) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NW-003/2027**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For NamWater, the address and the contact name shall be: The Accounting Officer E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia. For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:
Authorised Representatives GCC 1.6	The Authorised Representatives are: For NamWater, the address and the contact name shall be: The Accounting Officer E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia. For the Service Provider <i>[to be inserted at contract signing]</i>:
Effectiveness of	The Contract shall be deemed to come into effect upon issuance of

Contract GCC 2.1	purchase order.
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services: After acceptance of the Purchase Order.
Intended Completion Date GCC 2.3	The Service Provider shall complete its contract within 24 Months . NamWater reserves the right to terminate the agreement at any time with a 30 day of notice of termination.
Prohibition GCC 3.2.3(c)	List of Activities: None.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	Work to commence only upon approval of quotation or receipt of PO by the contractor.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: Not applicable
Payments of Liquidated Damages GCC 3.10.1	Not applicable
Lack of Performance Penalty GCC 3.10.3	Not applicable
Performance Security GCC 3.11	(i) No Performance Security is required
Insurance to be Taken Out by the Service Provider GCC 3.6	The Service Provider shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Service shall therefore provide All Risks (CAR) Insurance Policy or equivalent insurance cover issued by a reputable insurer licensed to

	operate in Namibia.
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are: Not Applicable _____
Contract Price GCC 6.2(a)	The amount in local currency is Namibian Dollar.
Terms and Condition of Payment GCC 6.4	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser. Payments are processed only at the end of each month.
Interest on Delayed Payments GCC 6.5	If the Employer has delayed payments beyond fifteen (15) days after the due date stated, interest shall be paid to the Service Provider for each day of delay at the legal rate.,
Price Adjustment GCC 6.6.1	Price adjustment shall be applicable under this Contract. The Contractor may apply for a price adjustment once every twelve (12) months from the Contract Commencement Date, subject to the submission of satisfactory supporting documentation and justification for the adjustment. Any price adjustment shall be based on the applicable Consumer Price Index (CPI) published by the Namibia Statistics Agency (NSA). No more than one (1) price adjustment shall be granted within any twelve (12) month period of the Contract.
Identifying Defects GCC 7.1	Not applicable
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement	Not Applicable

GCC 8.2.4	
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 1**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/NW – 003/2027**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Valid Company Registration from Ministry of Trade and Industry or BIPA , a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.	
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.	
Good Standing Certificate from Social Security Commission .	
Valid 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;	
Provide listed Tools and Equipment Availability of Plant and Machinery including proof of ownership or lease agreement or letter of intent if hired.	
Availability of documented Health, Safety and Environmental Policy (HSE) policy to substantiate experience in occupational health, safety and environment management	

Annexure

SPECIAL CONDITIONS RELATING TO CANAL SERVITUDE MAINTENANCE ON PRIVATE LAND

1. Purpose

These Special Conditions are intended to govern the Contractor's activities within canal servitudes traversing private farms, communal areas, and environmentally sensitive locations. The Contractor shall conduct all operations in a manner that protects the interests of NamWater, landowners, communities, employees, livestock, wildlife, and the environment.

2. Landowner Relations and Property Protection

The Contractor acknowledges that canal maintenance activities may take place on privately owned properties.

The Contractor shall:

- Respect the rights of all landowners and lawful occupiers.
- Restrict activities to approved work areas and canal servitudes.
- Avoid unnecessary disturbance to farming operations.
- Ensure that gates, fences, water points, roads, crops, and other property are protected from damage.
- Immediately report any damage caused during the execution of the works to NamWater and the affected landowner.

The Contractor shall bear the cost of repairing or compensating for damages resulting from its operations or those of its employees or subcontractors.

3. Livestock Protection and Animal Control

The Contractor shall:

- Exercise due care to prevent injury, loss, theft, disturbance, or escape of livestock.
- Ensure that all gates are closed after use unless instructed otherwise by the landowner.
- Prohibit employees from handling, chasing, capturing, transporting, or interfering with livestock.
- Immediately report any incident involving livestock to NamWater and the landowner.

Any proven loss or damage resulting from the Contractor's negligence shall be the Contractor's responsibility.

4. Wildlife Protection and Prohibition of Hunting

The Contractor, its employees, agents, and subcontractors are strictly prohibited from:

- Hunting, trapping, poisoning, injuring, or killing wildlife.
- Collecting wildlife products or trophies.
- Carrying firearms, hunting dogs, snares, traps, or similar equipment onto the site unless specifically authorized by law and approved by NamWater.

Failure to comply may result in removal of personnel from site, suspension of work, contract termination, and reporting to the relevant authorities.

5. Fire Prevention and Control

The Contractor shall implement adequate fire prevention measures throughout the contract period.

These measures shall include:

- Maintaining machinery and equipment in safe operating condition.
- Providing suitable fire-fighting equipment on site and in all vehicles.
- Prohibiting open fires unless specifically authorized.
- Training employees on fire prevention and emergency procedures.
- Immediately reporting any fire outbreak to NamWater and the relevant emergency services.

Where a fire can be attributed to the negligence or misconduct of the Contractor, the Contractor shall be liable for all resulting losses, damages, claims, and rehabilitation costs.

6. Health, Safety and Snake Hazard Management

The Contractor shall undertake a site-specific risk assessment before commencing work and shall implement suitable controls for hazards associated with canals, vegetation, wildlife, and remote work areas.

Particular attention shall be given to snake bite risks.

The Contractor shall:

- Train all employees on snake awareness and avoidance procedures.
- Provide appropriate personal protective equipment including safety boots and protective clothing.
- Maintain suitably stocked first-aid kits at all worksites.
- Establish emergency communication and evacuation procedures.
- Ensure that supervisors are trained in emergency response protocols.
- Ensure that employees have access to emergency medical treatment where required.

Snake Bite Indemnity

Snake bites are considered an occupational risk associated with canal maintenance activities.

The Contractor shall be fully responsible for:

- Medical treatment costs.
- Emergency transportation and evacuation costs.
- Hospitalization costs.
- Compensation claims arising from temporary or permanent disability.
- Fatality claims resulting from snake bites sustained by its employees while executing the works.

NamWater shall not be liable for any injury, illness, disability, or death suffered by the Contractor's personnel arising from snake bites or any other occupational hazards associated with the execution of the contract.

The Contractor shall indemnify and hold harmless NamWater against all claims, actions, damages, costs, and liabilities arising from such incidents.

7. Employee Injury, Death and Contractor Indemnity

The Contractor shall be solely responsible for the health, safety, welfare, and compensation of its employees.

The Contractor shall:

- Comply with all applicable labour and occupational health and safety legislation.
- Maintain valid employee compensation insurance.
- Bear all costs relating to employee injury, illness, disability, or death occurring during the execution of the works.

The Contractor shall indemnify NamWater from and against all claims, demands, proceedings, damages, losses, and costs arising from injury or death of the Contractor's employees.

8. Mandatory Insurance Requirements

The Contractor shall maintain, for the duration of the contract, adequate insurance cover including:

- Workmen's Compensation Insurance.
- Employer's Liability Insurance.
- Public Liability Insurance.
- Motor Vehicle Insurance.
- Fire Damage Liability Insurance.
- Environmental Liability Insurance (where applicable).

Such insurance shall provide adequate cover for:

- Employee injury or death.
- Snake bites and other occupational hazards.
- Fire outbreaks.
- Damage to third-party property.
- Livestock injury, loss, or damage caused by Contractor operations.

Proof of insurance shall be submitted before commencement of the contract and whenever requested by NamWater.

9. Vegetation Management and Pesticide Control

Where mechanical clearing is insufficient, approved chemical vegetation control methods may be utilized subject to prior written approval from NamWater.

The Contractor shall:

- Use only legally registered pesticides and herbicides.
- Ensure all applications are performed by competent personnel.
- Submit Safety Data Sheets (SDS) for all chemicals used.
- Prevent contamination of canals, water sources, livestock watering points, and environmentally sensitive areas.
- Comply with all applicable environmental legislation and manufacturer recommendations.

No pesticide application shall commence without written authorization from NamWater.

10. Local Labour Requirements

To promote local economic participation and community development, Contractors shall prioritize the employment of local labour.

Unless otherwise approved by NamWater:

- A minimum of 80% of unskilled labour shall be recruited from communities located within or adjacent to the area in which the work is being performed.
- Contractors shall provide evidence of compliance upon request.

11. Accommodation and Conduct of Employees

The Contractor shall provide suitable accommodation arrangements for employees.

Employees shall not:

- Establish camps within canal servitudes on private farms.
- Sleep, reside, or occupy private property without the written permission of the landowner and NamWater.

The Contractor shall be responsible for ensuring proper employee conduct at all times.

12. Materials Procurement and Administrative Mark-Up

For ad hoc works requiring materials, the Contractor shall submit quotations based on actual material costs plus an agreed administrative mark-up percentage. Materials shall only be procured following written approval by NamWater.

Payment shall be based on:

- Verified supplier invoices for materials; and
- The Contractor's approved administrative mark-up percentage stated in the bid.

The mark-up percentage shall remain fixed for the duration of the contract.