



Request for Sealed Quotations for the

**Supply, Delivery and Installation of 50mm cladding panels into the
Two (2) steel container for Tondoro and Nyangana Repeater.**

Procurement Reference No: W/RFQ/ NW-008/2027

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Contact Phone number	Work:	Mobile:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2015, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Non Compulsory Site Visit: 16 June 2026, (11H00)
Venue: Namibia Water Corporation Ltd Head office Windhoek**

**Closing Date: Thursday, 25 June 2026 at 11h00
NO LATE BIDS WILL BE ACCEPTED!**



Namibia Water Corporation Ltd.
Private Bag 13389, Windhoek, Namibia
Tel: +264 61 71 2081
Fax: +264 61 21 0741

Letter of Invitation

Name and Address of Bidder _____

Procurement Reference Number: W/RFQ/NW-008/2027

02 June 2026

Dear Bidder,

Supply, Delivery and Installation of 50mm cladding panels into Two (2) steel container for Tondoro and Nyangana Repeater.

NamWater invites you to submit your best quote for the items described in detail hereunder. Any resulting contract shall be subject, to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Procurement Management Unit E-mail: 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

The NamWater Ltd reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (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 items mentioned in Section IV by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration;
- (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 Sealed 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 submission deadline.

The bidder shall initial each page after having read and completed this document. Any alterations made to any of the information contained in this document shall also be initialled.

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 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 an original 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) At least one (1) reference letter and or completion certificate for experience in works of an similar nature completed within the last 3 years.
- (h) Comprehensive CVs of key personnel (must at least have a Refrigeration Technician, Cold Room Foreman and Cladding and architectural panel installer with at least 5 years' experience.
- (i) A comprehensive Company profile.
- (j) Programme of the works (i.e. time to complete work upon appointment/program of works).
- (k) Method statement covering execution methodology, delivery period, and approach to the works

5. Bid Securing Declaration

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

6. Delivery

The completion period for works shall be **2 weeks** after acceptance/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 NamWater Ltd with the Bidder's name and contact information at the back of the envelope.

8. 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 25 June 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.

9. Opening of Quotations

Quotations will be opened internally by NamWater Ltd immediately after the closing time referred to in instruction 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 NamWater Ltd and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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

Bidder must comply to all the specification as indicated in Section V: Specifications and Compliance Sheet, failure to comply will result in disqualification.

The table below shows the evaluation criteria.

Criteria 1- Mandatory Documentation

ITEM	REQUIREMENT	CONFORM (YES/NO)
1	Has the bidder submitted a valid certified (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)), copy of company Registration Certificate;	
2	Has the bidder submitted a valid original or valid certified copy of an original, (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 good Standing Tax Certificate;	
3	Has the bidder submitted a valid original or 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 good Standing Social Security Certificate;	
4	Has the bidder submitted 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, or 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;	
5	Has the bidder 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, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof.	
6	Has the bidder submitted at least one (1) reference letter and or completion certificate for experience in works of an similiar nature completed within the last 3 years.	
7	Has the bidder submitted Programme of the works (i.e. time to complete work upon appointment/program of works).	
8	Method statement covering execution methodology, delivery period, and approach to the works.	

Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore, disqualified and excluded from further evaluation and comparison.

Stage 2: Technical Evaluation Scoring criteria

EVALUATION CRITERIA	Scoring METHODOLOGY	WEIGHT
1.	Technical Evaluation	80%
	Bidders should submit Reference Letters/Completion Certificates from Client/Principal Agent/Project Manager/Engineer who supervised the works with all relevant information required	
1.1 Cladding Panels/Cold rooms work experience in the last five (5) years	<ul style="list-style-type: none"> • <i>At least 4 or more projects =15 points,</i> • <i>2 or 3 projects = 10 points,</i> • <i>1 project = 5 points,</i> • <i>none = 0 points</i> 	15%
1.2 Value of Cold rooms/Cladding work projects done by Bidder in the last five (5) years	<ul style="list-style-type: none"> • <i>Cold rooms/Cladding: (\geqN\$ 500 000 =20 points), (N\$ 250 000 – N\$ 500 000=15 points), (N\$ 100 000 – N\$ 250 000=10 points),(N\$ 50 000 – N\$ 100 000=5 points) (less than N\$ 50 000=0 points)</i> 	20%
1.3 Programme of the works	<ul style="list-style-type: none"> • <i>(Complete comprehensive programme =15 points),(Incomplete programme = 5 points), (No programme =0 points)</i> 	15%
1.4 Experience and comprehensive CVs of key personnel (must at least have a Refrigeration Technician, Cold Room Foreman and Cladding and architectural panel installer with at least 5 years' experience)	<ul style="list-style-type: none"> • <i>(Cladding and architectural panel installer, At least 5years=15 points), (Less than 5 points but more than 2 years=10 points) (Less than 2=0 points)</i> • <i>(Refrigeration Technician, At least 5years = 5 points), (2- 3 years=2 points) (Less than 2=0 points)</i> • <i>(Cold Room Foreman, At least 5years=5 points), (Less than 5 but more than 2 years=2 points) (Less than 2=0 points)</i> 	15% 5% 5%
1.5 A comprehensive Company profile.	<ul style="list-style-type: none"> • <i>Company Cold Rooms experience over 5 years = 10 points),</i> • <i>less than 5 but more than 2 years= 5 points,</i> • <i>Less than 2 years =0 points)</i> • <i>(At least 5 Permanent Employees registered on social security = 5), (Less than 5 Employees but more than 2=3, Less than 2 Employees =0)</i> 	10% 5%
1.6 Pre-Bid/Site Meeting Attendance	<ul style="list-style-type: none"> • <i>Site Meeting Attendance = 10</i> • <i>Non – Attendance = 0</i> 	10%
3	Total Points for Technical Evaluation	100%

Note: A score of less than 70 out 100 will deem the bidding Contractor to be non-compliant therefore disqualified and excluded from further evaluation and comparison.

Stage 3: Financial Evaluation Scoring

The financial evaluation of the bid will be assessed based on the following criteria:

a) A Bid price which is abnormally low, i.e. 10% below the Employers Cost

Estimate will be deemed to be non-responsive.

b) A Bid price that is 10% above the average of the Employers Cost Estimate will be deemed to be non-responsive.

c) The procurement contract will be awarded to the bidder with the lowest most substantially responsive technically compliant bid.

11. Technical Compliance

The Specifications, Performance Requirements 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.

Bidder must comply to all the specification as indicated in Section V: Specifications and Compliance Sheet, failure to comply will result in disqualification.

12. Prices and Currency of Payment

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

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

13. Margin of Preference

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

Categories of bidders	Margin of Preference	Documentary evidence
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.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME Ownership
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
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
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
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below:

Formula to calculate margins of preference:

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

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.

13.1. Bidders applying for the Margin of Preference shall submit above prescribed documentary evidence.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the work 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.

No Partial award. Offers that only quote for some of the items will not be considered.

15. Notification of Award and Debriefing

NamWater Ltd 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 seven (7) days. Furthermore, NamWater Ltd shall attend to all requests for debriefing made in writing within seven (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 Price list 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:	Namibia Water Corporation Ltd
Procurement Reference Number:	W/RFQ/ NW-008/2027
Subject matter of Procurement:	Supply, Delivery and Installation of 50mm cladding panels into Two (2) steel container for Tondoro and Nyangana Repeater.

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: Instruction to Bidders.

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 to disqualification on the grounds mentioned in the BDS.

The validity period of the Quotation is days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Price 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./Fax	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.:

To:

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:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I [insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The NamWater M&E engineering department is responsible for developing infrastructure for the control switchboard and remote monitoring of the Kavango West/East Boreholes.

A new prefabricated container containing the electrical and electronic switchboards and communication equipment is to be installed at Tondoro Repeater Station for the monitoring and control of the boreholes. Below is the physical address of Namwater Head Office where installation of 50mm cladding panels into two (2) steel containers for Tondoro and Nyangana Repeater shall take place.

Namibia Water Corporation (Pty) Ltd
176, Iscor Street,
Northern Industrial Area
Windhoek

Supply, Delivery and Installation of 50mm cladding panels into Two (2) steel container for Tondoro and Nyangana Repeater.

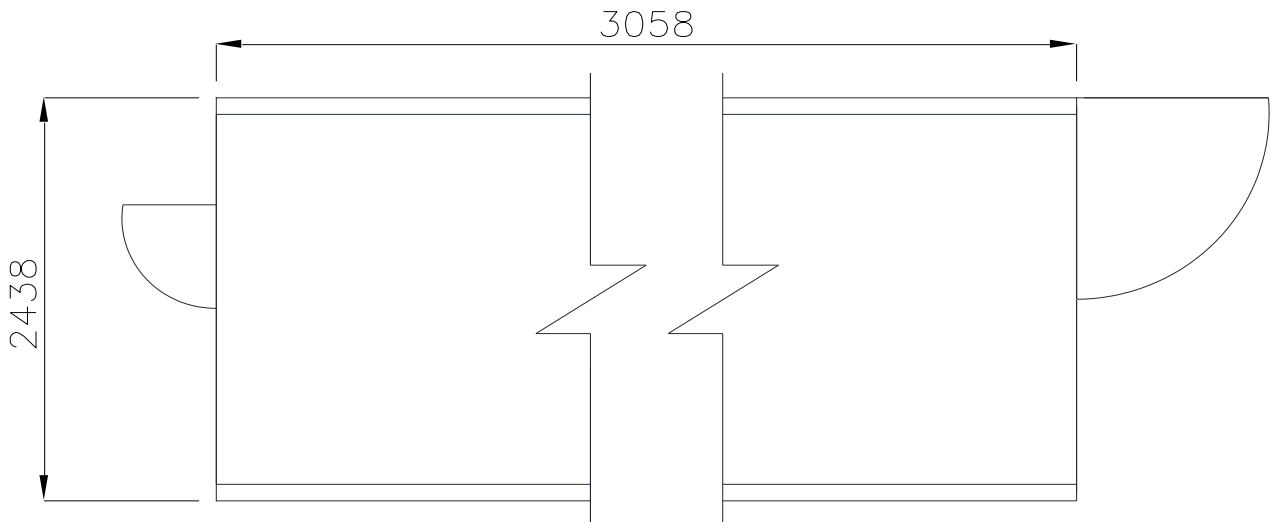
 Insulation: 50mm thick insulated Cladding panels, interior color: white

The bidder shall supply all materials for the installation of 50mm cladding panels with specific reference to the following requirements:

DIMENSIONS AND RATINGS

Dimensions

Dimensions		
Parameter		Dimension (mm)
External (container)	Length	3,058
	Width	2,438
	Height	2,591
Doors Opening	Width	900
	Height	2,100



Installation program:

- ✚ The Time for Completion of the works in terms of the Conditions of Contract shall be Two (2) calendar weeks from commencement date.
- ✚ Bidders shall submit, together with their bids, a detailed programme showing the dates for the completion of the major activities of the works. This program shall form the basis of the detailed program required of the Contractor.

The detailed programmes shall clearly show:

- a) the proposed rate of progress in order to complete the Works within the required time stated in the Appendix to Tender, stating the various activities and its duration for each element of the Works in sufficient detail to gauge the construction progress,
- b) the critical path activities and other float times available,
- c) key dates in respect of work to be carried out, or information, etc. to be provided, by others,

Extension of completion time:

Abnormal rainfall and sandstorms will be regarded as "exceptionally adverse climatic conditions" for the extension of time for completion, the Contractor shall notify the Engineer in writing forthwith.

SECTION IV: PRICED ACTIVITY SCHEDULE

QUOTATION DESCRIPTION: Supply, Delivery and Installation of 50mm cladding panels into Two (2) steel container for Tondoro and Nyangana Repeater.

Procurement Ref No. W/RFQ/ NW-008/2027

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]					Bidders shall fill-in columns F, G & H and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)				
					<ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 				
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1	Supply and Delivery of 50mm thick insulated Cladding panels	1							
2	Installation (Labour)	1							
3									
TOTAL									
NAME:		POSITION:			SIGNATURE			DATE	
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: N\$ Exchange Rate: N/A

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

The price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/ NW-008/2027**

[Bidders should complete columns C and D with the specification of the goods 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	Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	Lot 1: Bidders should comply with section III: statement of requirements set out in the Scope of works, specifications, and performance requirements.		
	Lot 2: Bidders should comply with section III: statement of requirements set out in the Scope of works, specifications, and performance requirements.		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) available at Namibia Water Corporation Ltd., physical address, 176 Iscor Street, Aigams Building, Windhoek, except where modified by the Special Conditions below

SECTION VII: CONTRACT AGREEMENT

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/ NW-008/2027**

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

Subject and GCC clause reference	Special Conditions
Employer GCC 1.1(r)	Namibia Water Corporation Ltd
Intended Completion Date GCC	The intended completion date is: Not Applicable
Project Manager GCC 1.1(y)	The Project Manager is: Eino Shivute / Erickson Hasholo
Site GCC 1.1(aa)	The Site/final destination for delivery of the Goods is: NamWater Head Office - Windhoek
Start Date GCC 1.1(dd)	The Start Date shall be: Not Applicable
The Works GCC 1.1(hh)	The Works consist of: Supply, Delivery and Installation of 50mm cladding panels into Two (2) steel container for Tondoro and Nyangana Repeater.

Subject and GCC clause reference	Special Conditions
Interpretation GCC 2.2	The project will be completed in the following sections: 1. Supply and Delivery of Cladding panels and other related Materials 2. Installations
Interpretation GCC2.3	The following additional documents shall form part of the contract: Not applicable
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be: Mr. Puje Katjivena Head: Procurement (Tel: +264 61 71 2225, E-mail: katjivenap@namwater.com.na Private Bag 13389 Windhoek, 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 _____

Subject and GCC clause reference	Special Conditions
<p>Insurance GCC 13.1</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: Not Applicable</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well). (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives]. (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 approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
<p>Site Data GCC 14.1</p>	<p>The site Data shall be: Namwater Head Office, Windhoek</p>
<p>Possession of the Site GCC 20.1</p>	<p>The Site Possession Date shall be: Not Applicable</p>

Subject and GCC clause reference	Special Conditions
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 shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days.
Payment Certificates GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Adverse rainfall during rainy season exceeding average rainfall for area
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(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.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 1/14% of Contract price per calendar days. The maximum amount of liquidated damages for the whole of the Works is 10% of the Contract amount.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N/A

Subject and GCC clause reference	Special Conditions
Advance Payment GCC 48.1	(i) No advance payment shall be made
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</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: 30%

SCHEDULE 1**QUOTATION CHECKLIST SCHEDULE**

Procurement Reference No.: W/RFQ/ NW-008/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specifications Compliance Sheet		
Evidences for conformity of Goods		
valid copy of 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))		
Original or certified copy of 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))		
A valid good Standing Social Security Certificate;		
A certified copy of a valid Affirmative Action Compliance Certificate, or 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; (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))		
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;		
Submit at least one (1) reference letter and or completion certificate for experience in works of similar nature in the last 3 years		
Method statement covering execution methodology, delivery period, and approach to the works.		
Programme of the works (i.e. time to complete work upon appointment/program of works).		
Comprehensive CVs of key personnel (must at least have a Refrigeration Technician, Cold Room Foreman and Cladding and architectural panel installer with at least 5 years' experience		

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.