



Request for Quotations for Works

Supply, deliver and install material for new offtake points to replace connection on Air valves in BUNW

Procurement Reference No: W/RFQ/NW-012/2027

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Lot 1: Total Amount (Excl. VAT)		
Lot 2: Total Amount (Excl. VAT)		
Lot 3: Total Amount (Excl. VAT)		
Lot 4: Total Amount (Excl. VAT)		
Contact Phone number	Work:	Mobile:

Documents must be posted/delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (PMU) (bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: Thursday, 24 September 2026 at 11h00

**Non- Compulsory Pre-Bid meeting: 18 September 2026. Location & Time: NamWater,
Oshakati Area Office at 11h00,**

NO LATE BIDS WILL BE ACCEPTED!

Initials.....

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.



Letter of Invitation

Name and Address of Bidder _____

Procurement Reference Number: W/RFQ/NW-012/2027

04 September 2027

Dear Bidders,

Supply, deliver and install material for new offtake points to replace the connection on Air valves in BUNW

NamWater invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to 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 (PMU)

Initials.....

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 lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **90** days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a 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) Submit at least one (1) reference letter and or completion certificate for experience in works of an equivalent nature and volume performed in the last 5 years.
- (h) Submit a Work Delivery Schedule (i.e. time to complete work upon appointment/program of works).
- (i) Submit a methodology for site management and safety in executing this work, taking cognizance of the heavy equipment and tools to be used.
- (j) Submit a comprehensive method statement indicating/focusing on the following areas; (Design, Site layout, Integration into the existing scheme, Anticipated water quality expected, Installation methodology & Operational and maintenance methodology).
- (k) Submit comprehensive CV's of the Key employees (Civil Foreman, Metalwork and Fabrication Artisan, Bricklaying Artisan, Safety Officer) allocated to this particular project (Please submit short CV certified copies of Qualifications (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)).
- (l) Has the Bidder submitted a declaration stating that the bidder commits to submit a comprehensive Safety File upon Contract Award.
- (m) 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=99>
- 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 Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **1 year** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Closing Date: Thursday, 24 September 2027 at 11h00**
Non-Compulsory Pre-Bid meeting: 18 September 2026. Location & Time: NamWater, Oshakati at 11h00 at NamWater Oshakati. Quotations by post or hand delivered should reach NamWater, 176 Iscor Street, Aigams Building 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 Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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

10.1. Criteria 1 - Compulsory/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 bid securing declaration signed by duly authorized person.	
3	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;	
4	Has the bidder submitted a valid good Standing Social Security Certificate;	
5	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;	
6	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.	
7	Has the bidder submitted at least one (1) reference letter for experience in works of an equivalent nature and volume performed in the last 5 years.	
8	Has the bidder submitted a Work Delivery Schedule (i.e. time to complete work upon appointment/program of works).	
9	Has the bidder submitted a method statement	
10	Has the bidder submitted comprehensive CV's of the Key employees allocated to this particular project (CV with certified Qualifications). Key personnel are: Civil Foreman, Metalwork and Fabrication Artisan, Bricklaying Artisan, Safety Officer.	
11	Has the Bidder submitted a declaration stating that the bidder commits to submit a comprehensive Safety File upon Contract Award.	

Failure to submit all above-mentioned documents and references, the bidder shall be deemed non-compliant, therefore disqualified and excluded from further evaluation and comparison.

Item	Description of Criteria	Score %
1	Experience in works of an equivalent nature and volume performed in the last five (5) years (attach evidence of reference letter and or completion certificate with contact details and persons to be contacted)	9%
	Three and more reference letters attached	9%
	One to two reference letters attached	6%
	No reference letters attached	0%
2	Work Delivery Schedule (i.e. time to complete work upon appointment/program of works).	5%
	Detailed work delivery schedule/program	5%
	Generalized work delivery schedule/program	1%
	No work delivery schedule/program	0%
3	Methodology for site safety and environmental protection in executing this work, taking cognizance of the heavy equipment and tools to be used.	7.5%
	Adequate site safety and environmental protection in place	7.5%
	Moderate site safety and environmental protection in place	2.5%
	No site safety and environmental protection in place	0%
4	Qualification for the Health and Safety officer	9%
	National High certificate in Health and Safety level 3	9%
	Lower than National High Certificate in Health and Safety	5%
5	Qualification for the Foreman	9%
	Level 3 certificate in any technical trade/field	9%
	Level 2 or lower	5%
6	Site plumber/pipefitter (5 or more years' experience)	9%
	Level 3 certificate in any technical trade/field	9%
	Level 2 or lower	5%

7	Qualification for the TLB Operator		9%
	Level 3 certificate of TLB, heavy equipment operation		9%
	Level 2 or lower		5%
8	A comprehensive method statement indicating/focusing on the following areas:		22.5%
	Site layout	7.50%	7.50%
	No site layout	0%	
	A comprehensive quality assurance plan covering all quality areas for the project	7.50%	7.50%
	A moderate quality assurance plan covering some quality areas for the project	3.75%	
	No quality assurance plan	0%	
	Comprehensive installation methodology covering all areas of the works	7.50%	7.50%
	Moderate installation methodology covering some areas of the works	3.75	
	No installation methodology	0%	
9	Comprehensive CV's of the Key employees allocated to this particular project (Please submit short CV with Qualifications).		20%
	Health and Safety officer (3 or more years' experience)	5%	5%
	Less than 3 years' experience	0%	
	Site Foreman (3 or more years' experience)	5%	5%
	Less than 3 years' experience	0%	
	Site plumber/pipefitter (2 or more years' experience)	5%	5%
	Less than 2 years' experience	0%	
	TLB operator (2 or more years' experience)	10%	5%
	Less than 5 years' experience	5%	
	Total		100%

NB: The total evaluation score evaluation is out of 100%. For a bidder to proceed to the next evaluation criteria (**Technical Specifications compliance**), the bidder must score a minimum 70%. Bidders who fail to achieve the required minimum score of **70%** will be deemed as “non-responsive”. Such bidders will be excluded from being considered for further evaluation.

10.2. Criteria 3 - Financial Evaluation

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 bidder.

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 are as follows:

Margins of preference applicable for exclusive preference to local suppliers will be applied 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 Namibians	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

A bidder that qualifies for margins of preferences on more than one basis, all such preferences must be granted to the bidder but not more than 10%. The bid price will be reduced with the amount determined in accordance with the following formula:

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.

13.2. Bidders applying for the Margin of Preference shall submit evidence thereof as required

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. 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:	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	W/RFQ/NW-012/2027
Subject matter of Procurement:	Supply, deliver and install material for new offtake points to replace connection on Air valves in BUNW

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 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	

Initials.....

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***

Initials.....



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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

Initials.....

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.

Initials.....

SECTION III: STATEMENT OF REQUIREMENTS

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

PORTION 1: THE WORKS

PS 1 GENERAL DESCRIPTION OF THE WORK

The project entailed the restoration to original setup condition and improvements on some sites

PS 2 DESCRIPTIONS OF SITE AND ACCESS

Local customer water supply connections are currently linked to the main scheme pipelines through off-take pipes that provide water to individual households. However, these off-takes have been incorrectly connected to air valve connection points, restricting the release of trapped air from the pipelines and affecting the system's performance. To address this issue, the existing connections need to be disconnected and reconnected directly to the main pipeline. The affected sites are located along the main pipeline routes.

THE WORK SITES WILL BE LOCATED ALONG THE FOLLOWING SCHEME PIPELINES:

1. OTL (Ombalantu-Ontokolo)
2. ODK (Ombalantu-Ondukuta)
3. OHP (Okahao-Tsandi) One box
4. TSA (Tsai-Onesi)
5. OLR (Olushandja-Ruacana)
6. ROR (Ruacana-Omahenene)
7. OLV (Olushandja-Onavivi)
8. OLW (Olushandja-Omakuwa)
9. IOK (Iitapa – Okeeholongo)
10. KKN (Oshikuku North)
11. ELS (Elim South)
12. OKA (Ogongo – Okahao)
13. KMM (Oshikuku – Omungwelume)
14. KMD (Okamwandi line)
15. AMD (Amwaanda line)
16. OTZ (OTamanzi line)
17. GLO (Oshaango – Onangolo)
18. TLE (Okatope-Omuntele)
19. TKL (Okatope – Okankolo)
20. ONA (Onayena-Okankolo)

PS 3 NATURE OF THE GROUND

To be determined by the bidder, during the site visit.

PS 4 DETAIL DESCRIPTION OF PROJECT**PS 4.1 The scope of work**

The successful bidder will be responsible for the completion of all the work as indicated below.

1. Locating and clearing of the supply points
2. Disconnection of the existing supply points
3. Digging out the new supply point locations
4. Connection of new water supply off-takes
5. Back filling and clean the sites
6. Repair connection point leakages
7. Installation of manifolds and pipe fittings

PS 5 CONSTRUCTION PROGRAMME

The successful bidder (the Contractor) shall draw up a detailed program and shall submit it to the Employer within 7 days of award. It is envisaged that once the contract is awarded:

- The Contractor will be established on-site within 14 days after the commencement date.
- The Works will be complete within **Twenty (20) months** from the commencement date.

To that end, the Contractor shall submit a realistic programmed with this bid, showing interim and final completion dates for the project. When drawing up the programmed, the contractor shall make allowance for at least the following:

- Known physical conditions or artificial obstructions,
- Reasonable requirements of the other parties, regarding access,
- Dealing with and carrying out alterations to existing services and,
- Accommodation and safeguarding of NamWater materials and properties available on site.

PS 6 SITE FACILITIES AVAILABLE

PS 6.1 Contractors' Yards and Services Available on Site:

The works will take place at the NamWater schemes at various sites in BUNE. The Contractor's construction yard and storage can be in the open space available on Sites. This area however falls within the property of NamWater, hence the Contractor will have to adhere, at all times, to the regulations in place at the NamWater.

The following services shall be provided by the successful tenderer (Contractor):

- Accommodation for the labor force shall be provided by the Contractor.
- The Contractor shall supply temporary toilets at the work Site for the construction period and dispose of sewage in accordance with the local authority measures.
- The Contractor needs to make provision for his own security guards on Site to safeguard his equipment and materials at all times.

The Contractor may not unnecessarily remove any trees and he shall keep his yards neat and tidy at all times and on completion of the works, shall restore same to its original condition at his own expense and to the Employer's Representative's satisfaction. No pollution or littering of any kind will be tolerated.

The Contractor is to inform the Employer's Representative, prior to his arrival on the site.

PS 6.2 Accommodations of Employees:

The Contractor will be responsible for the accommodation of his employees and shall make his own arrangements with the local authorities regarding the connections for electricity, sewerage, etc. required for such accommodation.

With the exception of a night watchman, no employees of the Contractor may be housed or accommodated on the Site.

PS 6.3 Dump Site:

The Contractor shall make his own arrangement with the local authority, Ministry of Environment and Tourism regarding the disposal of any building rubble and other surplus building materials. The Employer however reserves the right to object to the Contractors method of disposal of these materials and to instruct the Contractor otherwise.

PS 7 SITE FACILITIES REQUIRED

PS 7.1 Site Offices

The Employer's Representative or his assistants require no site office facilities.

Throughout the Renovation period the contractor shall supply a carbon quadruplicate book as a site instruction book. The book shall be kept on site and shall be accessible to both the Contractor and the Employer's Representative at all times.

One copy of each site note or instruction shall be issued to each the recipient and the Engineer, and one copy shall remain in the book.

PS 7.2 Temporary Latrines

The Contractor shall provide sufficient latrine facilities at site for the use of his employees and the Employer's Representative; he shall be entirely responsible for maintaining of such latrines in a clean, orderly and sanitary condition to the satisfaction of the Employer's Representative and Health Authorities.

Latrines shall provide protection against the weather and shall be properly screened from the public. Latrines shall be provided at the rate of **one latrine** for every **10 persons** working on the Site.

The Contractor will not be paid for any of the above indirect costs, but he shall make adequate allowance therefore in the tendered amounts.

PS 8 SECURITY

It shall be the responsibility of the Contractor to control access to the Site during the execution of the Contract to prevent any unauthorized persons from entering the Site. The Drawings and other construction details are confidential and shall not be disclosed to any third party.

The Contractor needs to make provision for his own security guards on site to safeguard his equipment and materials at all times.

PS 9 NOTICE BOARDS

Not applicable to this contract.

PS 10 SITE MEETINGS

An official Non-Compulsory Prebid meeting and Site Inspection will be held by the Employer's Representative, on the date indicated on the cover page. During this meeting the bidders shall inspect and examine the Site and its surroundings and shall take full account of the form and nature of the Site, its surroundings, the ground and the access to the Site in preparation of his Bid.

During the work period, site meetings will be held on a monthly basis. These meetings will be attended by an authorized representative of the Contractor with delegated authority to take contractually binding decisions.

PS 11 DISPOSAL OF SPOIL OR SURPLUS MATERIAL

The Contractor shall dispose of all spoil and/or surplus material on a site found by him and approved by the employer's Representative. The spoil and surplus material shall be neatly finished off to the satisfaction of the Employer's Representative.

The Contractor shall repair and clean all roads used and shall reinstate all temporary roads to and from the dump site. All costs related to such disposal shall be deemed to be included in the tendered rates and no additional claims in this regard will be considered. No overhaul will be paid.

PS 12 LIMITATIONS OF CONSTRUCTION ACTIVITIES AND PROTECTION OF THE ENVIRONMENT

The Contractor shall comply with the NamWater Environmental Code of Conduct (NECC) which forms an integral part of the Contract.

Work required to comply with the NECC will be deemed to be included in the tendered prices.

PS 13 APPLICABLE STANDARDIZED AND PARTICULAR SPECIFICATIONS**PS 13.1**

For the purposes of this Contract the following Standardized Specifications shall apply.

SABS 1200 A : General

SABS 1200 C : Site clearance

SABS 0400 : The application of the national building regulations

SANS 10409 : Code of practice

These Standardized Specifications are not issued with the Contract Documents and the Contractor shall obtain his own copy.

PS 13.2

The following Particular Specifications, bound into this document, are applicable:

The NamWater Environmental Code of Conduct is the only other Particular Specification that the Contractor and his staff must adhere to. The Contractor must ensure that all his employees on site are properly informed about the contents of the Code of Conduct.

PORTION 2: AMENDMENTS & ADDITIONS TO THE STANDARDISED & PARTICULAR SPECIFICATIONS LISTED IN PORTION 1 OF THE PROJECT SPECIFICATIONS

STATUS

Should any requirements of the Project Specifications conflict with any requirements of a Standardized and/or Particular Specification in this document, the requirements of the Project Specification described herein shall prevail and take preference.

PSA GENERAL

PSA 1 PLANT

PSA 1.1 Contractor's Offices, Stores and Services: (Clause 4.2)

No housing is available for the Contractor's employees and the Contractor shall make his own arrangements to house his employees off site and to transport them to site. Only the required number of watchmen will be allowed on site overnight and over weekends.

The Contractor will be required to provide his own facilities, for example, a fenced in yard and a shed for storage of all material and plant. The extent of the Contractor's camp shall be restricted to the area allocated by the Employer's Representative. The cost of providing and removal of the fence and shed etc. shall be paid for under provision of facilities on site and removal of site establishment respectively.

PSC SITE CLEARANCE

PS 3 MATERIALS

PSA 3.1 Disposal of Material

Material obtained from clearing and grubbing shall remain the property of the Client and shall be disposed of in a manner approved by him. Irrespective of any arrangement reached with the Client, the Site shall be left in a condition that meets with the approval of the Engineer and no material shall be disposed of on the Site.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NW-012/2027**

[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.

LOT 1: 1. OTL (Ombalantu-Ontokolo), 2. ODK (Ombalantu-Ondukuta), 3. OHP (Okahao-Tsandi) 4. TSA (Tsai-Onesi), 5. OLR (Olushandja-Ruacana)

Item No	Brief Description of Works LOT 1	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	<u>FIXED CHARGE and VALUE - RELATED ITEMS</u>				
1	Set-up of Site Establishment	5	Each		
2	Removal of Site establishment on completion of contract	5	Each		
	<u>TIME - RELATED ITEMS</u>				
3	Contractual Requirements including Insurance's				
	<u>Work Description</u>				
4	Locating and clearing of the supply points	45	Each		
5	Digging out the new supply point locations	45	Each		
6	Disconnection of the existing supply points	45	Each		
7	Reconnection of the new fittings at new supply points	45	Each		
8	Back filling and cleaning of sites	45	Each		
	<u>MATERIA SUPPLY, DELIVERY AND INSTALL</u>				
9	50x600mm Saddle clamps	10	Each		
10	50x500mm Saddle clamps	10	Each		
11	50x450mm Saddle clamps	15	Each		
12	50x400mm Saddle clamps	15	Each		
13	50x350mm Saddle clamps	20	Each		
14	50x300mm Saddle clamps	35	Each		
15	50x250mm Saddle clamps	35	Each		
16	50x100mm Saddle clamps	40	Each		
17	50x200mm Saddle clamps	45	Each		
18	50x150mm Saddle clamps	55	Each		
19	50mm x 100m HDPE pipes rolls	10	Each		
20	50mm x HDPE male adopters	90	Each		
21	50mm x steel galv. elbows	90	Each		

Initials.....

22	20 mm x steel ball valves	250	Each		
23	20x300 mm x steel galv. pipes	240	Each		
24	20x200 mm x steel galv. pipes	240	Each		
25	20x600 mm x steel galv. pipes	240	Each		
26	50x600 mm x steel galv. pipes	240	Each		
27	20mm HDPE Male adopter	45	Each		
28	20mm magnetic valves	45	Each		
29	20mm x steel galv. hex nipples	240	Each		
30	20 mm x steel Plugs	100	Each		
31	20x50mm Water meter manifold as attached	20	Each		
32	20mm galv. sockets	80	Each		
33	05 micron thread tapes	800	Each		
Sub-Total					
10 % Contingency					
VAT @15%					
Total					

Priced Activity Schedule Authorised By:

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

Initials.....

LOT 2: 1. ROR (Ruacana-Omahenene), 2. OLV (Olushandja-Onavivi), 3. OLW (Olushandja-Omakewa), 4. IOK (Iitapa – Okeeholongo), 5. KKN(Oshikuku North)

Item No	Brief Description of Works LOT 2	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	<u>FIXED CHARGE and VALUE - RELATED ITEMS</u>				
1	Set-up of Site Establishment	5	Each		
2	Removal of Site establishment on completion of contract	5	Each		
	<u>TIME - RELATED ITEMS</u>		20		
3	Contractual Requirements including Insurance's		30		
	Work Description				
4	Locating and clearing of the supply points	45	Each		
5	Digging out the new supply point locations	45	Each		
6	Disconnection of the existing supply points	45	Each		
7	Reconnection of the new fittings at new supply points	45	Each		
8	Back filling and cleaning of sites	45	Each		
	<u>MATERIA SUPPLY, DELIVERY AND INSTALL</u>				
9	50x600mm Saddle clamps	10	Each		
10	50x500mm Saddle clamps	10	Each		
11	50x450mm Saddle clamps	15	Each		
12	50x400mm Saddle clamps	15	Each		
13	50x350mm Saddle clamps	20	Each		
14	50x300mm Saddle clamps	35	Each		
15	50x250mm Saddle clamps	35	Each		
16	50x100mm Saddle clamps	40	Each		
17	50x200mm Saddle clamps	45	Each		
18	50x150mm Saddle clamps	55	Each		
19	50mm x 100m HDPE pipes rolls	10	Each		
20	50mm x HDPE male adopters	90	Each		
21	50mm x steel galv. elbows	90	Each		
22	20 mm x steel ball valves	240	Each		
23	20x300 mm x steel galv. pipes	240	Each		
24	20x200 mm x steel galv. pipes	240	Each		
25	20x600 mm x steel galv. pipes	240	Each		
26	50x600 mm x steel galv. pipes	240	Each		
27	20mm HDPE Male adopter	45	Each		
28	20mm magnetic valves	45	Each		
29	20mm x steel galv. hex nipples	240	Each		

30	20 mm x steel Plugs	100	Each		
31	20x50mm Water meter manifold as attached	20	Each		
32	20mm galv. sockets	80	Each		
33	05 micron thread tapes	800	Each		
Sub-Total					
10 % Contingency					
VAT @15%					
Total					

Priced Activity Schedule Authorised By:

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

LOT 3: 1. ELS (Elim South), 2. OKA (Ogongo – Okahao), 3. KMM (Oshikuku – Omungwelume), 4. KMD(Okamwandi 5. AMD(Amwaanda line)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	<u>FIXED CHARGE and VALUE - RELATED ITEMS</u>				
1	Set-up of Site Establishment	5	Each		
2	Removal of Site establishment on completion of contract	5	Each		
	<u>TIME - RELATED ITEMS</u>				
3	Contractual Requirements including Insurance's		Sum		
	<u>Work Description</u>				
4	Locating and clearing of the supply points	45	Each		
5	Digging out the new supply point locations	45	Each		
6	Disconnection of the existing supply points	45	Each		
7	Reconnection of the new fittings at new supply points	45	Each		
8	Back filling and cleaning of sites	45	Each		
	<u>MATERIA SUPPLY, DELIVERY AND INSTALL</u>				
9	50x600mm Saddle clamps	10	Each		
10	50x500mm Saddle clamps	10	Each		
11	50x450mm Saddle clamps	15	Each		
12	50x400mm Saddle clamps	15	Each		
13	50x350mm Saddle clamps	20	Each		
14	50x300mm Saddle clamps	35	Each		
15	50x250mm Saddle clamps	35	Each		
16	50x100mm Saddle clamps	40	Each		
17	50x200mm Saddle clamps	45	Each		
18	50x150mm Saddle clamps	55	Each		
19	50mm x 100m HDPE pipes rolls	10	Each		
20	50mm x HDPE male adopters	90	Each		
21	50mm x steel galv. elbows	90	Each		
22	20 mm x steel ball valves	240	Each		
23	20x300 mm x steel galv. pipes	240	Each		
24	20x200 mm x steel galv. pipes	240	Each		
25	20x600 mm x steel galv. pipes	240	Each		
26	50x600 mm x steel galv. pipes	240	Each		
27	20mm HDPE Male adopter	45	Each		

Initials.....

28	20mm magnetic valves	45	Each		
29	20mm x steel galv. hex nipples	240	Each		
30	20 mm x steel Plugs	100	Each		
31	20x50mm Water meter manifold as attached	20	Each		
32	20mm galv. sockets	80	Each		
33	05 micron thread tapes	800	Each		
Sub-Total					
10 % Contingency					
VAT @15%					
Total					

Priced Activity Schedule Authorised By:

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

LOT 4: 1. OTZ (Otamanzi line), 2. GLO(Oshaango – Onangolo), 3. TLE(Okatope-Omuntele), 4. TKL(Okatope – Okankolo 5. ONA(Onayena-Okankolo

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	<u>FIXED CHARGE and VALUE - RELATED ITEMS</u>				
1	Set-up of Site Establishment	5	Each		
2	Removal of Site establishment on completion of contract	5	Each		
	<u>TIME - RELATED ITEMS</u>				
3	Contractual Requirements including Insurance's		Sum		
	<u>Work Description</u>				
4	Locating and clearing of the supply points	45	Each		
5	Digging out the new supply point locations	45	Each		
6	Disconnection of the existing supply points	45	Each		
7	Reconnection of the new fittings at new supply points	45	Each		
8	Back filling and cleaning of sites	45	Each		
	<u>MATERIA SUPPLY, DELIVERY AND INSTALL</u>				
9	50x600mm Saddle clamps	10	Each		
10	50x500mm Saddle clamps	10	Each		
11	50x450mm Saddle clamps	15	Each		
12	50x400mm Saddle clamps	15	Each		
13	50x350mm Saddle clamps	20	Each		
14	50x300mm Saddle clamps	35	Each		
15	50x250mm Saddle clamps	35	Each		
16	50x100mm Saddle clamps	40	Each		
17	50x200mm Saddle clamps	45	Each		
18	50x150mm Saddle clamps	55	Each		
19	50mm x 100m HDPE pipes rolls	10	Each		
20	50mm x HDPE male adopters	90	Each		
21	50mm x steel galv. elbows	90	Each		
22	20 mm x steel ball valves	240	Each		
23	20x300 mm x steel galv. pipes	240	Each		
24	20x200 mm x steel galv. pipes	240	Each		
25	20x600 mm x steel galv. pipes	240	Each		
26	50x600 mm x steel galv. pipes	240	Each		
27	20mm HDPE Male adopter	45	Each		

Initials.....

28	20mm magnetic valves	45	Each		
29	20mm x steel galv. hex nipples	240	Each		
30	20 mm x steel Plugs	100	Each		
31	20x50mm Water meter manifold as attached	20	Each		
32	20mm galv. sockets	80	Each		
Sub-Total					
10 % Contingency					
VAT @15%					
Total					

Priced Activity Schedule Authorised By

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/NW-012/2027**

[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.	Trenches excavation & backfill work - SANS 1200DB standard		
2.	Standards: SANS 62 / BS 1387 (medium duty) standard specs for galvanized water pipes.		

* 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 (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NW-012/2027**

Initials.....

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)	Namibia Water Corporation Ltd (NamWater)
Intended Completion Date GCC	The intended completion date is 12 months after official site handover
Project Manager GCC 1.1(y)	The Project Manager is: NamWater Maintenance Manager for BUNW
Site GCC 1.1(aa)	The will be at along various pipelines
Start Date GCC 1.1(dd)	The Start Date shall be: 14 days from site handover.
The Works GCC 1.1(hh)	The Works consist of: Material Supply, Installation Work on Water Supply Points from Air Valves Connections & Leakage Repairs on Various Pipelines in BUNW
Interpretation GCC 2.2	The project will be completed in the following sections: 1. Locating and clearing of the supply points 2. Disconnection of the existing supply points 3. Digging out the new supply point locations 4. Connection of new water supply off-takes 5. Back filling and clean the sites 6. Repair connection point leakages 7. Installation of manifolds and pipe fittings
Interpretation GCC2.3	The following additional documents shall form part of the contract: Contractor supporting documentation.
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

GCC Clause Reference	Special Conditions
	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 NamWater Procurement Management Unit bids@namwater.com.na Tell no: 061712041 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 _____
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: 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: (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

GCC Clause Reference	Special Conditions
	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. 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.
Site Date GCC 14.1	The site Data shall be: 1. Various Schemes, BUNW, NamWater
Possession of the Site GCC 20.1	The Site Possession Date shall be: 1 week upon receipt of PO
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 at the signing of the contract 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: N/A
Payment Certificates GCC 39.7	"Monthly Payment shall be made as per progress of works with payment for materials on site".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Adverse rainfall during rainy season exceeding average rainfall for area

GCC Clause Reference	Special Conditions
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 0.5 per day. The maximum amount of liquidated damages for the whole of the Works is 10% of the contract value.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made.
Performance Security GCC 49.1	(i) No Performance Security is required.
GCC 56.1	“As built” drawings or operating and maintenance manuals are 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: 20% twenty percent.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/NW-012/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Valid company Registration Certificate Copy from Ministry of Trade and Industry		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from Social Security Commission or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
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;		
Company Profile		
Reference letters and or completion certificate indicating similar work done		
Submit a Work Delivery Schedule		
Methodology for site management and safety in executing this work, taking cognizance of the heavy equipment and tools to be used		
Submit a comprehensive method statement indicating/focusing on the following areas; (Design, Site layout, Integration into the existing scheme, Anticipated water quality expected, Installation methodology & Operational and maintenance methodology)		
Submit comprehensive CV's of the Key employees allocated to this particular project		

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.*

NAMWANTER SAFETY FILE REQUIREMENTS

Health and Safety Division

Please ensure that your safety file is created in this order. All information in this file must be specific to the site/project.

	DOCUMENTS REQUIRED	YES	NO	COMMENTS
1.	Notice of Commencement			
2.	Copy of the Labour Act and the Regulations			
3.	Company Health, Safety and Environmental Policy			
4.	Company HIV and AIDS Policy			
5.	Company letterhead with contact details			
6.	Company Profile			
7.	Public Liability (insurance cover)			
8.	Company Organogram (showing company reporting structure)			
9.	Site Team organogram with names and cell numbers of the specific team working on a specific site			
10.	Scope of work			
11.	List of employees working on this project (with their ID numbers and positions listed)			
12.	List of tools and equipment to be used on this project with Registers and Checklists Equipment maintenance records			
13.	Sub-contractor's internal Employee induction (focusing on specialize work, specific tasks, risk assessments related to these tasks, methods to be used, and general site safety)			
14.	Letter of appointment of Sub-contractor by Principal Contractor			
15.	Statutory Legal Appointments - MD/CEO's delegation of duties – attach ID, CV & certificates - Supervisor of construction work – attach ID, CV & certificates - Assistance supervisor of construction work – attach ID, CV & certificates - Safety officer – attach ID, CV & certificates - First aider (must be certified and certificate attached) - SHE representative (must be certified and certificate attached) - Fall protection plan developer – attach ID, CV & certificates - Risk assessor – attach ID, CV & certificates - Portable electrical tools inspector - Accident/Incident Investigator – attach ID, CV & certificates - Stacking and storage inspector - Hand Tools inspector - Operators appointments			
16.	Company's Health and Safety Plan (must be site-specific and related to your scope of work and signed by the CEO/owner)			
17.	Method statement (how you are going to do your work safely)			
18.	Hazard identification and risk assessments – based on method statement			
19.	Registers and checklists Material Safety Data Sheet (MSDS) register and supporting			

	documentation if hazardous substances will be used			
20.	Accident/Incident Procedure - Appointment of accident/incident investigator - Proof of competency of investigator (certificate and CV) - Accident/Incident Register			
21.	Medical Certificates for persons working above 2m, on scaffolding, painting, rooftops, and any person operating any machinery, etc.			
22.	Toolbox talks			
23.	Proof of employees' General Health Safety Training			
34.	Accident/Incident Investigation - Accident/Incident Register - Accident/Incident Reporting Procedure - Recording of the accident/ incident - Employers report of the accident - Emergency contact list			

NB: You are responsible for providing the necessary PPE for your employees to conduct their work safely.

Date Received: _____ Assessed By: _____ Date: _____ Safety & Security Officer Approved/Not Approved: _____ Date Released: _____
Contractor Representative: _____ Date Received: _____
Comments: