



Request for Sealed Quotations for works

Rehabilitation of the Old Construction workshop at Swakopmund Base station

Procurement Reference No: W/RFQ/NW-013/2027

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

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2081, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: 24 September 2026 at 11h00

Non-Compulsory Pre-Bid meeting: 09 September 2026. Location & Time: Namwater

Swakopmund at 10h00,

NO LATE BIDS WILL BE ACCEPTED

Initial:

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: W/RFQ/NW-013/2027

31 August 2026

Dear Sir/Madam

Rehabilitation of the Old Construction workshop at Swakopmund Base station

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 Bid 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 Ltd reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (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 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 bidding 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 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 initialed.

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 three (3) 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 allocated to this particular project, such as Site Foreman, Site artisan, and Health and Safety officer (Please submit short CV with 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) Submit proof of ownership of tools or letter of intent to hire from suppliers, i.e scaffoldings.
 - (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=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. Works Completion Period

The completion period for works shall be **3 months** after acceptance started date . 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 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 24 September 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.

Offers received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by NamWater 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 the Public Entity 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 are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

The table below shows the evaluation criteria.

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)		10%
	Three and more reference letters/completion certificate attached		10%
	One to two reference letters/completion certificate attached		7%
	No reference letters/completion certificate 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.		15%
	Adequate site safety plan in place		15%
	Moderate site safety plan in place		5%
	No site safety and environmental protection in place		0%
4	Qualification for the Health and Safety officer		10
	National High certificate in Health and Safety level 3		10
	Lower than National High Certificate in Health and Safety		5
5	Qualification for the Foreman and Site Artisan		10
	Level 3 certificate in any technical trade/field		10
	Level 2 or lower		5
6	A comprehensive method statement indicating/focusing on the following areas:		30%
	Site layout	10%	10%
	No site layout	0%	

	A comprehensive quality assurance plan covering all quality areas for the project	10%	10%
	A moderate quality assurance plan covering some quality areas for the project	5%	
	No quality assurance plan	0%	
	Comprehensive installation methodology covering all areas of the works	10%	10%
	Moderate installation methodology covering some areas of the works	5	
	No installation methodology	0%	
7	Comprehensive CV's of the Key employees allocated to this particular project (Please submit short CV with Qualifications).		20%
	Site Foreman (3 or more years' experience)	5%	5%
	Less than 3 years' experience	0%	
	Site artisan (5 or more years' experience)	5%	5%
	Less than 5 years' experience	0%	
	H&S Officer (5 or more years' experience)	10%	10%
	Less than 5 years' experience	5%	
	Total		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.

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
Micro, Small and Medium Enterprise	5%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	1%	-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
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.

13.2. 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 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.

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

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 seven 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:	NamWater
Procurement Reference Number:	W/RFQ/NW-013/2027
Subject matter of Procurement:	Rehabilitation of the Old Construction workshop at Swakopmund Base station

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

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

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

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

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

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

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

PORITION 1: THE WORKS

PS 1 GENERAL DESCRIPTION OF THE WORK

The objective of this project is to refurbish the old construction workshop at the Swakopmund Base Station into a safe, functional, and secure storage facility for maintenance materials, repair components, tools, and operational appurtenances. The refurbishment aims to optimize the utilization of existing infrastructure, improve housekeeping and inventory management, protect equipment from harsh coastal weather conditions, and enhance operational efficiency in support of maintenance and water supply operations.

PS 2 DESCRIPTIONS OF SITE AND ACCESS

Site Description:

The site is located within the NamWater Swakopmund Base Station premise, which serves as a key operational and maintenance hub for the BU Coastal. The main workshop is a single-story structure and it is situated within a fenced and secured compound, and attached existing infrastructures which including administrative offices, storage areas, and vehicle parking zones. The existing workshop are currently non-operational but in a deteriorated condition requiring rehabilitation works.

The site is serviced with water and electricity. Existing plumbing work and electricity are present and may be affected by the scope of rehabilitation.

Access to Site:

Main Access Route: The site is accessible via the B2 main highway into Swakopmund, then via local tared roads leading to the NamWater compound.

Entrance: Access is through the main gate of the Swakopmund Base Station, which is manned by security personnel 24 hours. Vehicles access are controlled and must be pre-approved.

Internal Movement: Sufficient internal drive ways exist within the yard, suitable for light and medium construction vehicles. Some limitations may apply for heavy-duty equipment and delivery trucks, and proper scheduling for materials delivery may be required to avoid disruption.

Working Hours: Normal working hours are from 08:00 to 17:00, Monday to Friday. Any work outside these hours requires prior written approval from NamWater site management.

Site Restrictions: The contractor must comply with all NamWater site rules, including safety, environmental, and access protocols. The area is a live operational environment, and the contractor must coordinate all activities to avoid interference with NamWater's ongoing operations.

PS 3 DETAIL DESCRIPTION OF PROJECT

The successful tenderer will be responsible for the outside rehabilitation of all the two workshops as indicated below.

- Complete rehabilitation of the workshop as per Bill of Quantity provided.

Before painting, surface preparation shall be done strictly according to the paint Manufacturer's specifications. This shall be verified on-site by the Neo Paints Swakopmund Representative. Proof of the Representative's satisfaction with regard to the surface preparation shall be submitted to the Employer before painting.

Paint Colours

Table. 1

Operational buildings		
Inside walls	Pale Grey 104	Neo Dur Acrylic Emulsion PVA SABS Grade 1
Inside ceiling	White	Neo Aurora Acrylic Emulsion PVA SABS Grade 3
Outside walls	Pearl Grey 12	Neo Dur Acrylic Emulsion PVA SABS Grade 1
Foundations	Aircraft Grey 21	Neo Dur Acrylic Emulsion PVA SABS Grade 1
Window cills	Crimson 20	Neo Dur High Gloss Enamel SABS 630-2
Doors/Steel	Pearl Grey 12/Crimson 20 (600mm:200mm) (keep ratio 3:1)	Neo Dur High Gloss Enamel SABS 630-2
Doors/Wood	Pearl Grey 12/Crimson 20 (600mm:200mm) (keep ratio 3:1)	Neo Dur High Gloss Enamel SABS 630-2

PS 5 CONSTRUCTION PROGRAMME

The successful bidder (the Contractor) shall draw up a detailed program and shall submit it to the Employer within 14 working days of award. It is envisaged that once the contract is awarded:

- The Contractor shall gather all specified materials required before the commencement date.
- The Works will be complete within **5 months** from the commencement date.

To that end, the Contractor shall submit a realistic programme with this bid, showing interim and final completion dates for the project. When drawing up the programme, 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,
- Proper storage to safeguarding of contractor's tools and materials 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 Swakopmund base Station. The Contractor's construction yard and storage can be in the open space available within Namwater yard adjacent to the site. This area 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 labour force shall be provided by the Contractor in town, not at the site.
- The Contractor shall supply temporary ablution facility 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 its equipment and materials at all times.
- No pollution or littering of any kind will be tolerated.

Kindly Note: **No Accommodation for the labour force will be allowed on site.**

PS 6.2 Accommodations of Employees:

The Contractor will be responsible for the accommodation of his employees and shall make his own arrangements in town.

Kindly Note: **No Accommodation for the labour force will be allowed on site.**

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 Municipality, Ministry of Environment and Tourism or the mine 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 NOTICE BOARDS

Not applicable to this contract.

PS 8 SITE MEETINGS

An official Site Inspection will be held by the Employer's Representative, on the date indicated on the cover page. During this meeting the tenderers shall inspect and examine the building and its surroundings and shall take full account of the form and nature of the work required, the surrounding area, for the bidders to get more insight of the work required in preparation of his bid.

During the work period, site meetings will be held as per agreement between Namwater and the successful bidder. These meetings will be attended by an authorized representative of the Contractor with delegated authority to take contractually binding decisions.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NW-013/2027**

[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.

Bill of Quantities

Table. 2

PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND		
SUMMARY		
ITEM	DESCRIPTION	AMOUNT
A	PRELIMINARIES	
B	MASONRY WORK	
C	DOORS	
D	ROOF STUCTURE AND ROOF COVERING	
E	PAINTING	
F	STEEL & WELDING WORKS	
G		
H		
	SUB-TOTAL	
	10% CONTINGENCIES	
	TOTAL EXCLUDING VAT	
	15% VAT	
	TOTAL INCLUDING VAT	

PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND					
ITEM No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
A	<u>PRELIMINARIES:</u>				
A1	Site establishment	1			
A2	Water & electricity for works	1			
A3	As-built drawings	1			
A4	Clearing rubbish & debris	1			
A5	Safety Precautions	1			
A6	Insurance & safety	1			
	Consumables				
PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND					
ITEM No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
B	<u>MASONARY WORKS</u>				
B1	Supply bricks for beam filling at northern side of building		3 pellets		
B2	Supply cement for beam filling at northern side of building		5 bags		
B3	Supply building sand for beam filling at northern side of building		5 cub.		
B4	Supply cement for screed of building		30 bags		
B5	Supply building sand for screed of building		15 cub.		
B6	Supply bonding for screed of building		50lt		
B7	Consumables (Welding rods, bolts & nuts ect.)				10 000.00
PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND					
ITEM No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
C	<u>DOORS</u>				
C1	Remove existing front sliding wooden doors	0	5		
C2	Supply and fit new sliding wooden doors	0	5		
C3	Supply and fit new rails, rollers and tracks for new doors	1			
C4	Consumables (Welding rods, bolts & nuts ect.)				5000.00
PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND					

ITEM No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
D	<u>ROOF STRUCTURE & ROOF COVERINGS</u>				
D1	All existing asbestos roof sheets to be removed and transported from site by specialist	1	576. sqm		
D2	Remove existing roof purlins of existing building	1			
D3	Supply and construct new 76X50mm SA pine purlins 6m	1	187		
D4	Supply and construct new 228x76mm SA pine rafters 6m	1	16		
	<u>ROOF SHEETS:</u>				
D5	PPRIME-PPAL-SAFLOK700-SF700 NF-08mm-GLS-DHARCOAL 705m GREY/MOUNTAINMIST		30		
D6	PPRIME-PPAL-SAFLOK700-SF700 NF-08mm-GLS-DHARCOAL 133m GREY/MOUNTAINMIST		15		
D7	Rolling charges		1		
D8	SAFLOK700 ALUM 66CLP 1.20mm		739		
D9	FASTENER x 22MF S/STEEL		3695		
D10	Transportation charges		1		
D11	Consumables (Welding rods, nails, bolts & nuts ect.)				10 000.00
PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND					
ITEM No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
E	<u>PAINTING</u>				
E1	Supply and painted all 160mm dia. Steel pipe columns with zink-chromate - 545m		13x20lt		
E2	Supply and painted all 160mm dia. Steel beams, rafters with enamel paint as final coat - 545m		13x20lt		
E3	Supply and painted all new wooden (under coat)		1x20lt		
E4	Supply and painted all new wooden (enamel as final coat)		1x20lt		
E5	Supply and painted internal & external walls (as specified on plan)	596sqm	10x20lt		
E6	Consumables (Rollers, paintbrushes, sand paper, ect.)				5 000.00
PROPOSED AMENDMENTS TO EXISTING STORAGE FACILITIES AT REGIONAL OFFICE, SWAKOPMUND					
ITEM No.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
F	<u>STEEL & WELDING WORKS:</u>				
F1	Remove existing steel fence and gates of inside store cage	1			
F2	Supply & Install new PVC diamond green mesh around cage		2		
F3	Supply & Install new gates at cage		1		
F4	Supply & Install square tubing 60x60 for cage		15		
F5	All 160mm dia. Steel beams, rafters to be sandblasted and treated on site - 545m	1			
F5	Consumables (Welding rods, ect.)	1			5000.00

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-013/2027**

[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	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	AS PER SECTION III		

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 VI: 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 VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NW-013/2027**

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: 5 months after acceptance of the purchase order
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Donatius Joseph
Site GCC 1.1(aa)	The works will take place at the NamWater Ongongo Purification Plant
Start Date GCC 1.1(dd)	The Start Date shall be: 14 days after acceptance of the purchase order
The Works GCC 1.1(hh)	The Works consist of: Refurbishment of the old Construction Workshop at Swakopmund Base station

Subject and GCC clause reference	Special Conditions
Interpretation GCC 2.2	The project will be completed in the following sections: • Rehabilitate the Main Workshop • Rehabilitate the Mechanical Workshop
Interpretation GCC2.3	The following additional documents shall form part of the contract: Methodology plus program of work.
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: Procurement Management Unit E-mail: bids@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
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 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 Data GCC 14.1	The site Data shall be: Namwater Swakopmund BU Office
Possession of the Site GCC 20.1	The Site Possession Date shall be: 14 days after acceptance of Purchase order.

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: 12 Months.
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 30 days after date of statement and of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	5% of the amount shall be retained from full payment. The retention money will 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
Advance Payment GCC 48.1	(i) No advance payment shall be made. Payment will be done after successful completion of the works.
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</i> required.

Subject and GCC clause reference	Special Conditions
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%

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/NW-013/2027

Description	Attached	Not Attached
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidence for conformity of Goods		
Valid company Registration Certificate Copy from Ministry of Trade and Industry		
Original valid good standing Tax Certificate from Inland Revenue		
Original valid 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;		
Submit at least three (3) reference letter and or completion certificate for experience in works of an equivalent nature and volume performed in the last 5 years		
Submit a Work Delivery Schedule (i.e. time to complete work upon appointment/program of works).		
Submit a 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 (Please submit short CV with Qualifications).		
Submit proof of ownership of tools or letter of intent to hire from suppliers, i.e scaffoldings		

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