

# **Request for Quotations for Works**

Construction of three (3) additional offices at the Tsumeb Municipality Head Office Building

# Procurement Reference No: W/RFQ/TSBMUN-01/2024/25

Name of Bidder	÷
Contact Person	:
E-mail Address	:
Postal Address	:
Bid Amount (incl. VAT)	:
Contact Number	:

Documents must be submitted in:

The Quotation/Bid Box

Att: Procurement Management Unit (PMU) Tsumeb Municipality Erf 264, Moses Garoeb Street P/Bag 2012, Tsumeb

Closing Date: Tuesday, 06 August 2024 at 11h00

Non-compulsory Pre-Bid Meeting: 24 July 2024 at 11h00 – Tsumeb Municipality Head Office

LATE BIDS WILL NOT BE ACCEPTED!



### **TSUMEB MUNICIPALITY**

Tel: +264(0)67221056/7/8 Fax: +264(0)67221464/2210667 Private Bag 2012 Tsumeb Namibia

#### **Letter of Invitation**

Name and Address of Bidder:	
Procurement Reference Number: W/RFQ/TS	SBMUN-01/2024/25
	11 July 2024

Dear Bidder,

Request for Quotations for the Construction of three (3) additional offices at the Tsumeb Municipality Head Office Building

The *Tsumeb Municipality* 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 the **Procurement Management Unit (PMU)**, *Email:* procurement@tsumebmun.org.na

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,

Mr. Toivo Shipanga

**Head: Procurement Management Unit (PMU)** 

#### SECTION I: INSTRUCTIONS TO BIDDERS

#### 1. Rights of Public Entity

The *Tsumeb Municipality* 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) a valid certificate of good standing with the Receiver of Revenue;
- (b) a valid certificate of good standing with the Social Security Commission or, in the case where
- (c) a company has no employees, a confirmation letter from the Social Security Commission;
- (d) as required by the Affirmative Action (Employment) Act 1998 (Act no. 29 of 1998)
  - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;
  - (ii) an exemption issued under section 42 of that Act; or
  - (iii)a proof from the Employment Equity Commission that the bidder or the supplier is not a relevant employer as defined in that Act
- (e) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007); and
- (f) a valid -

- (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia
- (iii)document serving as evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia; or
- (iv)partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements, but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of (a) to (d)
- (g) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (h) Submit signed Bid-securing Declaration.

#### Documents are accepted as follows:

- (a) A valid original document;
- (b) A valid certified copy of an original document, as 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) as amended; or
- (c) A printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No. 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with the authentication or validation guidelines of the issuing authority.

#### 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 2 Months after acceptance and issue of Purchase Order. Deviation in completion period 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 *Municipal Head Offices, Erf 264, Moses Garoeb Street, Tsumeb*, not later than *Tuesday, 06 August 2024 at 11h00*. Quotations by post or hand delivered should reach *the same address* 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 Tsumeb Municipality website: <a href="www.tsumebmun.org.na">www.tsumebmun.org.na</a> 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. Technical Evaluation

	10.1. Technical Evaluation				
No.	Description of Technical Evaluation Criteria	Requirement	Score	Total	
1.	General experience in Construction (Buildings and Renovations) in the	>= N\$ 600,000.00/5Yrs	40	40	
	last 5 years	N\$ 400,000.00 – N\$ 599,999.00/5Yrs	30		
	Note: Proof threof should be stated in the provided letters or	N\$ 300,000.00 – NS 399,999.00/5Yrs	20		
	completion certificates with contactable references	< N\$ 300,000.00/5Yrs	0		
2.	Work Delivery Schedule	Detailed work delivery schedule/program	10	10	
		Generalized work delivery schedule/program	5		
		No work delivery schedule or program	0		
3.	Artisan with a minimum of an N3 certificate with Experience in Building Construction and	>5 years of work experience	20	20	
		4-5 years of work experience	10		
		2-3 years of work experience	5		
	Renovations	<2 years of work experience	0		
4.	Company profile (detail of experience, references, business address and insight to activities)	Detailed company profile indicating the following	10	10	
		Company profile not clearly narrated	5		
		No profile	0		
5.	Attendance of site or pre-bid meeting	The bidder attended the site/pre-bid meeting	10	10	
		The bidder did not attend the site/prebid meeting	0		

ТОТА	L			100
	safety, and environmental management	No HSE policy/plan attached	0	
6.	Experience in occupational health,	HSE policy/plan attached	10	10

The total Qualification criteria score is out of 100% marks. Only bidders with a minimum of 70% marks score for the Technical Qualification criteria will proceed to the Financial Evaluation

#### 10.2. Financial Evaluation

- a) Any unsustainably low and unaffordable high Bid, i.e., any Bid with a total Bid Price (after arithmetically corrected) below -15% and any Bid with a total Bid Price (after arithmetically corrected) above +15%, calculated from the Employer estimate, **shall be disqualified**.
- b) Bidders will be ranked in descending order. The bidder ranked 1 will be deemed most responsive and awarded the contract.

#### 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:
  - Code of good practice on preferences referred to in sections 71 and 72 of the Public Procurement Act, 2015, *Exclusive Preference for Local Suppliers*

# 13.2. Bidders applying for the Margin of Preference <u>should submit</u> the below evidence as required:

<b>CATEGORIES OF</b>	MARGIN OF	DOCUMENT EVIDENCE TO BE SUBMITTED
BIDDERS	PREFERENCE	
Manufacturer	2%	<ul> <li>✓ Certificate of registration from a registering authority.</li> <li>✓ Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Schedule 2, and as certified by an Accountant.</li> </ul>
Micro, Small and Medium Enterprise	1%	<ul> <li>✓ SME registration certificate</li> <li>✓ Declaration indicating the percentage of Namibian MSME ownership</li> </ul>
Women owned enterprise	1%	<ul> <li>✓ IDs of all shareholders</li> <li>✓ Founding statement/company registration indicating ownership structure/shareholder certificate</li> <li>✓ declaration indicating the percentage of Namibian female ownership</li> </ul>

Youth Owned		✓ IDs of all shareholders
enterprise	2%	✓ Founding statement/company registration indicating ownership
		structure/shareholder certificate
		✓ declaration indicating the percentage of Namibian youth
		ownership.
Previously		✓ IDs of all shareholders
Disadvantaged	2%	✓ Founding statement/company registration indicating ownership
person owned		structure/shareholder certificates
enterprise		✓ declaration indicting the percentage of Namibian PDPs ownership.
Suppliers		✓ Declaration and proof that the bidder meets the requirements set
providing	1%	out in the bidding document.
environmental		
protection		
Suppliers	1%	✓ declaration that the bidder employs 50% or more Namibian
providing		citizens.
employment to		
Namibian		
TOTAL	10%	

# The margin of Preference will be applied as per the formula below: A=MP x BP in which the formula 100

- a) "A" represents the amount to be determined:
- b) "MP" represents the total percentage of all margins of preferences granted in respect and
- c) "BP" represents the bid price.

#### 14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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:	Tsumeb Municipality
Procurement Reference Number:	W/RFQ/TSBMUN-01/2024/25
Subject matter of Procurement:	Construction of three (3) additional offices at the Tsumeb Municipality Head Office Building

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 isthe bid submission deadline.	days [insert number of days] from the date of
1 1	Activity Schedule are fixed and firm and will not arded the contract <b>prior to the expiry</b> date of the
Works will commence withinPurchase Order/ Letter of Acceptance.	[insert number] days from date of issue of
Works will be completed withinPurchase Order/ Letter of acceptance.	[insert number]days from date of issue of

#### **Quotation Authorised by:**

Name of Bidder				Company's Address and seal			
Contact Person							
Name of Person	Autho	orising the Quotation	n:	Position:		Signature:	
Date			Phone N	lo./E-mail			

### **Appendix to Quotation Letter**

#### **BID SECURING DECLARATION**

(Section 45 of Act)

(Regulation 37(1) (b) and 37(5))

Date:	[Day   month   year]
Procu	rement Ref No.:
To: T	sumeb Municipality, Erf 264, Moses Garoeb Street, Tsumeb
	understand that in terms of section 45 of the Act a public entity must include in the bidding tent 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* 1	understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder
	signature of person whose name and capacity are shown]
Capacit [indica	ty of: te legal capacity of person(s) signing the Bid Securing Declaration]
	t complete name of person signing the Bid Securing Declaration]
Duly at	uthorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated [inser	on day of t date of signing]
	rate Seal (where appropriate) : 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.]



## 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
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**

Scope of work for the construction of three (3) additional offices at the Tsumeb Municipality Head Office building

- 1. Design and Planning:
  - The office layout and structural plans are as per the attached drawings

#### 2. Construction:

- Excavate and prepare foundations.
- Erect walls, install roofing, and complete interior finishing.
- Connect utilities and ensure compliance with building codes.

#### 3. Completion:

- Conduct inspections and tests for safety and functionality.
- Hand over completed offices with all documentation and warranties.

# SECTION IV: PRICED ACTIVITY SCHEDULE

Procurem	ent Reference Number:				
	e the unit and total prices for each item listed below. Authorise the p tities shown below are approximate and not subject to re-measurem	_	-	elow.]	
	MATERIALS				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
1	PRELIMINARY AND GENERAL ITEMS				
1.1	Site establishment	None		-	-
1.2	Contractors Obligations	Lump sum			
1.3	Time Related	None		-	-
1.4	Supply and erection of project name board	None		-	-
	Total Carried to summary				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
2	EXCAVATION, FILLING & SOIL POISONING				
2.1	foundation excavations	m3	31.94		
2.2	Termite poison to bottom and sides of foundation trenches	m2	49.14		
2.3	Termite poison under floor	m2	63.14		
2.4	Earth backfilling with suitable and compacted material under surface bed	m3	15.78		
	Total Carried to summary				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
3	CONCRETE WORKS				
3.1	20 Mpa /19mm Concrete in foundation	m3	12.28		
3.2	Concrete in surface bed	m3	6.31		
3.3	Concrete lintels as per the SABS Standards	m	15.00		
	Total Carried to summary				

Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
4	BRICKWORK, PLASTERING & WATERPROOFING				
4.1	Foundation brick wall in class 14MPa cement brick in 1:4 cement mortar brick force elsewhere	Item	5265		
4.2	brick wall in class 14MPa cement brick in 1:4 cement mortar brick force every third layer	Item	18562		
4.3	150mm brick force in double brick wall	m	890		
4.4	Dampcourse225mm*40m 250mic	m	70.20		
4.5	Cement for plaster (50kg OHORONGO 32.5)	Item	18.00		
4.6	Cement for foundation (50kg 42.5N)	Item	12.00		
4.7	Cement for floor slab (50kg 42.5N)	Item	18.00		
4.8	Building sand	m3	30.00		
4.9	Concret stones (19mm)	m3	10.00		
	Total Carried to summary				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
5	PAINT AND TILLING WORKS				
5.1	One primer coat and two coats approved acrylic emulsion paint on plastered internal and external wall	m2	161.12		
5.2	One final coat and two coats approved acrylic emulsion paint on plastered internal and external wall  Two coats plascon polvin super acrylic pva paint of 0.6mm rhino boards and rhino	m2	322.24		
5.3	gypsum celling boards and cornices	m2	63.14		
5.4		m2	63.14		
	Total Carried to summary				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
6	STEEL WINDOWS &DOORS				
6.1	ND11F	No	3.00		
6.2	External doors and steel frames (D1)	No	3.00		
6.3	External doors and steel frames (D2)	No	1.00		
	Total Carried to summary				

		1		- (4)	
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
7	ROOF STRUCTURAL STEELWORK				
7.1	50x50x3.0mm angle iron	m	70.00		
7.2	75X50X20x2.5mm Lipped channel	m	68.00		
	Total Carried to summary				
tem	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
8	ROOF COVERING				
8.1	0.47x6.2m IBR roofing sheets	Item	17.00		
8.2	0.47x4.8m IBR roofing sheets	Item	12.00		
	Total Carried to summary				
			•	1	•
tem	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
9	CARPENTRY				
9.1	0.6mm Rhino board ceiling & all fittings	m2	63.14		
	4,42x07mm (4 rows) 9.0mm shatter/hard board vanished racks mounted to the				
9.2	wall	Item	4		
	Total Carried to summary				
tem	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
10	FURNITURE AND FITTINGS				
	Como Medium Back Operator Chair; Black mesh backrest; Black frame; Black				
	upholstery seat; Rotating Arms with padded armrest; Swivel and tilt mechanism;				
10.1	Black steel 5-Star black castor base; 120 kg weight limit; 5 years guarantee	Item	3.00		
	Blink Visitors Chair; Black epoxy sleight frame; Black mesh backrest; 120 kg				
10.2	weight limit; 5 years guarantee	Item	8.00		
	Activity LHS Single Desk Loop Leg and Modesty Panel with Hinged Door Pedenza				
	1xFiling Draw & 2 x Standard Draw - 38 x 38mm metal loop black leg and linked to				
	a hinged door Pedenza comprising 1x Lockable Cupboard with Adjustable Shelf,				
	1x Deep Filer Drawer & 2x Standard Drawers (Central Locking). Silver Handles. 2x				
	Cable Outlets. 16mm Modesty Panel. 22mm Tops with 2x Steel Cross Beams.				
10.3	(Main Desk 900 x 1800) (Hinged Door Pedenza 900 x 500)	Item	3.00		

		1	1	1	
10.4	Round 4 seater conference table; 1200 Diameter; X-base	Item	1.00		
	Total Carried to summary				
					•
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
11	INTERLOCKING AND STORMWATER WORKS				
	80 mm thick 35 Mpa concrete interlocking grey paving on 20mm (uncompacted				
11.1	thicknes) clean river sand	m2	79.98		
	Offcut to 300mm and backfill in compacted layers not exceeding 150mm to				
11.2	1 1	m3	11.25		
	Construct 400mm wide stormwater channel with metal grid on top(extension to				
	existing stormwater channel), supply and intall two 160mm PVC pipes under				
11.3	Property of the control of the contr	No.	8.90		
	re-rooting of existing 50mm (16.8m) water pipe:(see drawing for design and				
11.4	specfications)	sum	16.80		
	Total Carried to summary				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
12	AIRCONS SUPPLY AND INSTALLATION				
	Complete supply and Installation of a GREE 30000 BTU/hr. Air Conditioner, wall				
12.1	mount	Item	1		
	Complete supply and Installation of a GREE 18000 BTU/hr. Air Conditioner, wall				
12.2	mount	Item	5		
	Total Carried to summary				
Item	Description	Unit	Qty	Rate (N\$)	Amount (N\$)
13	ELECTRICAL INSTALLATION				
13.1	supply and complete electrical installation in accordance to the codes of practices	per office	3.00		
	Total Carried to summary				
L		•			•

No	DESCRIPTION	AMOUNT
1	PRELIMINARY AND GENERALS	
2	EXCAVATION WORKS, FILLING & SOIL POISONING	
3	CONCRETE WORKS	

4	BRICKWORKS, PLASTERING AND WATERPROOFING	
5	PAINT AND TILLING WORKS	
6	STEEL WINDOWS & DOORS	
7	ROOF STRUCTURAL STEEL WORKS	
8	ROOF COVERING	
9	CARPENTRY	
10	FURNITURE AND FITTINGS	
11	INTERLOCKING AND STORMWATER WORKS	
12	AIRCONS SUPPLY AND INSTALLATION	
13	ELECTRICAL INTALLATION	
	SUBTOTAL	
	CONTIGENCIES 10%	
	VAT 15%	
	SUB TOTAL	

# **Priced Activity Schedule Authorised By:**

Name:			Signa	iture:	
Position:			Date:		
Authorised for and on behalf of:		Compa	ny		

# SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number:	
_	

[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)
A*	<b>B</b> *	$\boldsymbol{C}$	D
1-9 & 11-13	As per Section IV: Price Activity Schedule		
10.1	Como Medium Back Operator Chair; Black mesh backrest; Black frame; Black upholstery seat; Rotating Arms with padded armrest; Swivel and tilt mechanism; Black steel 5-Star black castor base; 120 kg weight limit; 5 years guarantee		
10.2	Blink Visitors Chair; Black epoxy sleight frame; Black mesh backrest; 120 kg weight limit; 5 years guarantee		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	<i>B</i> *		
A* 10.3	Activity LHS Single Desk Loop Leg and Modesty Panel with Hinged Door Pedenza 1xFiling Draw & 2 x Standard Draw - 38 x 38mm metal loop black leg and linked to a hinged door Pedenza comprising 1x Lockable Cupboard with Adjustable Shelf, 1x Deep Filer Drawer & 2x Standard Drawers (Central Locking). Silver Handles. 2x Cable Outlets. 16mm Modesty Panel. 22mm Tops with 2x Steel Cross Beams. (Main Desk 900 x 1800) (Hinged Door Pedenza 900 x 500)		
	1800 — 18		
10.4	Round 4 seater conference table; 1200 Diameter; X-base		

# **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 <a href="www.tsumebmun.org.na">www.tsumebmun.org.na</a> except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:
The clause numbers given in the first column correspond to the relevant clause number of th
General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Tsumeb Municipality
Intended Completion Date GCC	The intended completion date is: 2 months upon receipt of the Award letter/Purchase Order
Project Manager GCC 1.1(y)	The Project Manager is: Mr. E. Erastus
Site GCC 1.1(aa)	The Site is located at the Tsumeb Municipality, Head Office building
Start Date GCC 1.1(dd)	The Start Date shall be: Upon Contract Signing
The Works GCC 1.1(hh)	The Works consist of: The construction of 3 additional offices at the Tsumeb Municipality Head Office Building
Interpretation GCC 2.2	The project will be completed in the following sections:
Interpretation GCC2.3	The following additional documents shall form part of the contract:  - Attached Drawings
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	The Project Manager shall obtain specific approval from the Employer

GCC Clause Reference	Special Conditions			
Manager's Decisions 4.1	before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.			
Delegation GCC 5.1	The Project Manager may delegate his/her duties.			
Notices GCC 6	Any notice shall be sent to the following addresses:  For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be  Mr. Toivo Shipanga  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 and			
	<ul><li>its representatives].</li><li>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment</li></ul>			

GCC Clause Reference	Special Conditions
	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:
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days upon appointment
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 2 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 Months
Payment Certificates GCC 39.7	"A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:  (a) the payment certificate; and (b) a certificate of Completion of the Works.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages	The liquidated damages for the whole of the Works are $0.05\%$ per day.

GCC Clause Reference	Special Conditions		
GCC 46.1	The maximum amount of liquidated damages for the whole of the Works is 5%		
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 <i>are not</i> required.		

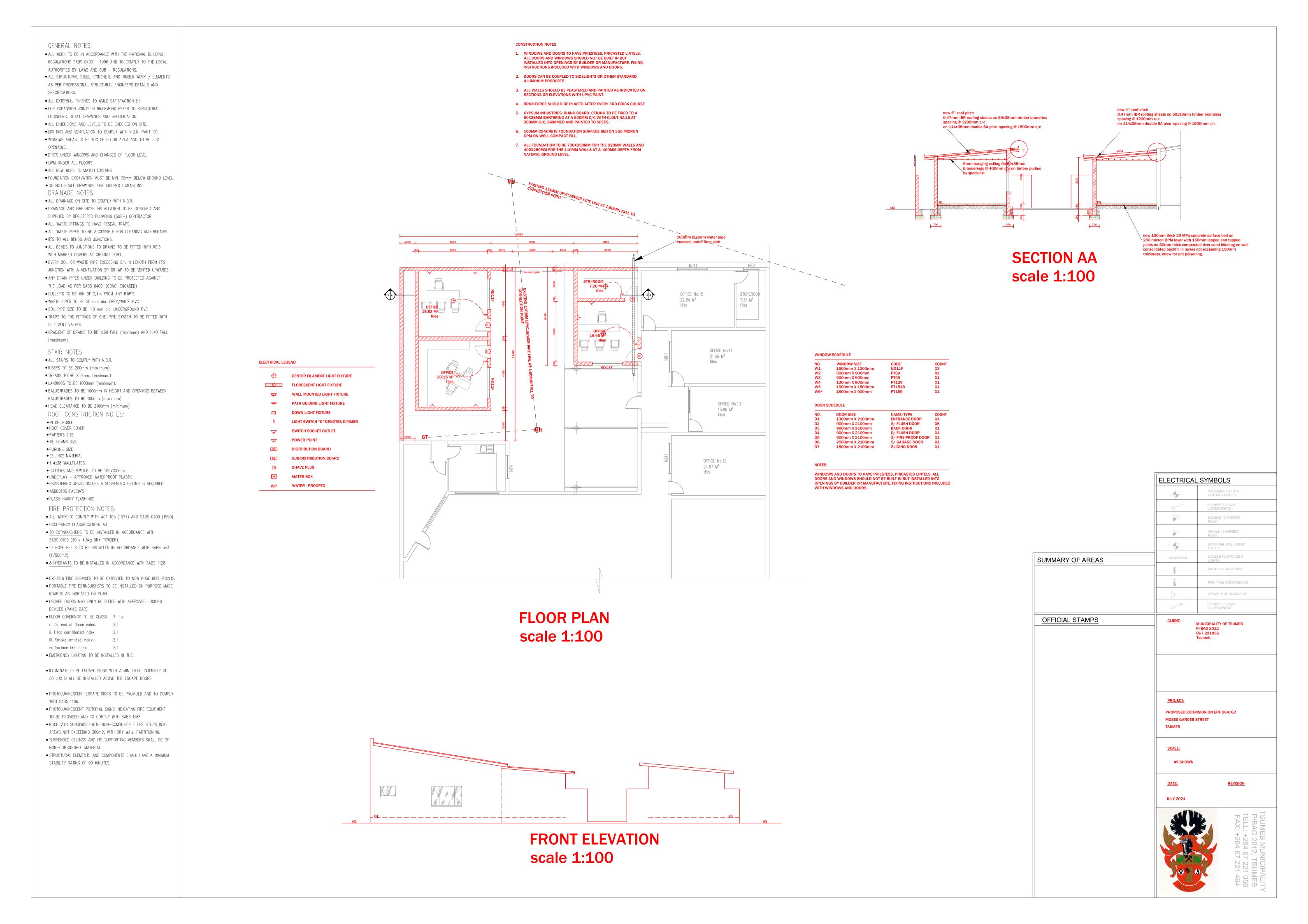
#### **SCHEDULE 2**

# **QUOTATION CHECKLIST SCHEDULE**

Procurement Reference No.:	

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
All eligibility requirements as stipulated in the bidding document		

**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.



GENERAL NOTES:

• ALL WORK TO BE IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS SABS 0400 - 1990 AND TO COMPLY TO THE LOCAL

AUTHORITIES BY-LAWS AND SUB - REGULATIONS. • ALL STRUCTURAL STEEL, CONCRETE AND TIMBER WORK / ELEMENTS

SPECIFICATIONS. • ALL EXTERNAL FINISHES TO WMLC SATISFACTION !!!

• FOR EXPANSION JOINTS IN BRICKWORK REFER TO STRUCTURAL

AS PER PROFESSIONAL STRUCTURAL ENGINEERS DETAILS AND

ENGINEERS, DETAIL DRAWINGS AND SPECIFICATION. • ALL DIMENSIONS AND LEVELS TO BE CHECKED ON SITE.

• LIGHTING AND VENTILATION TO COMPLY WITH N.B.R. PART 'O'. • WINDOWS AREAS TO BE 10% OF FLOOR AREA AND TO BE 50% OPENABLE.

DPC'S UNDER WINDOWS AND CHANGES OF FLOOR LEVEL

• DPM UNDER ALL FLOORS ALL NEW WORK TO MATCH EXISTING

• FOUNDATION EXCAVATION MUST BE MIN.100mm BELOW GROUND LEVEL • DO NOT SCALE DRAWINGS, USE FIGURED DIMENSIONS.

DRAINAGE NOTES

• ALL DRAINAGE ON SITE TO COMPLY WITH N.B.R. • DRAINAGE AND FIRE HOSE INSTALLATION TO BE DESIGNED AND

SUPPLIED BY REGISTERED PLUMBING (SUB-) CONTRACTOR.

ALL WASTE FITTINGS TO HAVE RESEAL TRAPS.

• ALL WASTE PIPES TO BE ACCESSIBLE FOR CLEANING AND REPAIRS. IE'S TO ALL BENDS AND JUNCTIONS.

• ALL BENDS TO JUNCTIONS TO DRAINS TO BE FITTED WITH RE'S WITH MARKED COVERS AT GROUND LEVEL.

• EVERY SOIL OR WASTE PIPE EXCEEDING 6m IN LENGTH FROM IT'S JUNCTION WITH A VENTILATION SP OR WP TO BE VENTED UPWARDS.

• ANY DRAIN PIPES UNDER BUILDING TO BE PROTECTED AGAINST THE LOAD AS PER SABS 0400. (CONC. ENCASED)

• GULLEY'S TO BE MIN OF 2,4m FROM ANY RWP'S. • WASTE PIPES TO BE 50 mm dia. GREY/WHITE PVC

• SOIL PIPE SIZE TO BE 110 mm dia. UNDERGROUND PVC • TRAPS TO THE FITTINGS OF ONE-PIPE SYSTEM TO BE FITTED WITH

GI 2 VENT VALVES. • GRADIENT OF DRAINS TO BE 1:60 FALL (minimum) AND 1:40 FALL

(maximum).

STAIR NOTES

• ALL STAIRS TO COMPLY WITH N.B.R.

• RISERS TO BE 200mm (maximum).

• TREADS TO BE 250mm. (minimum) LANDINGS TO BE 1000mm (minimum).

 BALUSTRADES TO BE 1000mm IN HEIGHT AND OPENINGS BETWEEN BALUSTRADES TO BE 100mm (maximum).

• HEAD CLEARANCE TO BE 2100mm (minimum)

ROOF CONSTRUCTION NOTES:

 PITCH DEGREE ROOF COVER COVER

RAFTERS SIZE

◆ TIE BEAMS SIZE PURLINS SIZE

 CEILINGS MATERIAL • 114x38 WALLPLATES.

• GUTTERS AND R.W.D.P. TO BE 100x100mm.

 UNDERLAY - APPROVED WATERPROOF PLASTIC •BRANDERING 38x38 UNLESS A SUSPENDED CEILING IS REQUIRED

ASBESTOS FASCIA'S

• FLASH HARRY FLASHINGS

FIRE PROTECTION NOTES:

• ALL WORK TO COMPLY WITH ACT 103 (1977) AND SABS 0400 (1990).

 OCCUPANCY CLASSIFICATION: A3 • 30 EXTINGUISHERS TO BE INSTALLED IN ACCORDANCE WITH

SABS 0105 (30 x 4,5kg DRY POWDER).

• 17 HOSE REELS TO BE INSTALLED IN ACCORDANCE WITH SABS 543 (1/500m2).

• 8 HYDRANTS TO BE INSTALLED IN ACCORDANCE WITH SABS 1128

• EXISTING FIRE SERVICES TO BE EXTENDED TO NEW HOSE REEL POINTS. • PORTABLE FIRE EXTINGUISHERS TO BE INSTALLED ON PURPOSE MADE

BOARDS AS INDICATED ON PLAN. • ESCAPE DOORS MAY ONLY BE FITTED WITH APPROVED LOCKING

DEVICES (PANIC BAR).

• FLOOR COVERINGS TO BE CLASS: 3 i.e. i. Spread of flame index:

iv. Surface fire index:

ii. Heat contributed index:

iii. Smoke emitted index:

• EMERGENCY LIGHTING TO BE INSTALLED IN THE:

• ILLUMINATED FIRE ESCAPE SIGNS WITH A MIN. LIGHT INTENSITY OF 50 LUX SHALL BE INSTALLED ABOVE THE ESCAPE DOORS

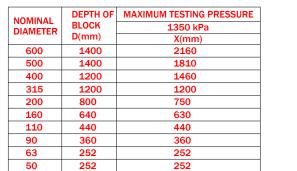
• PHOTOLUMINESCENT ESCAPE SIGNS TO BE PROVIDED AND TO COMPLY WITH SABS 1186.

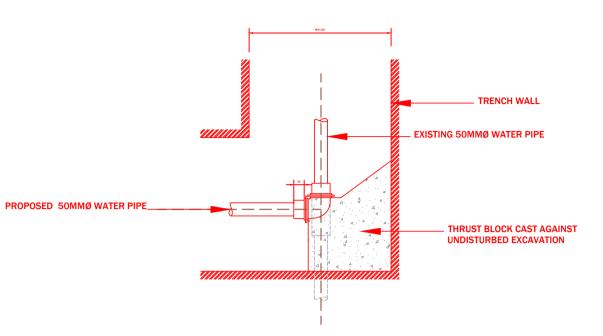
 PHOTOLUMINESCENT PICTORIAL SIGNS INDICATING FIRE EQUIPMENT TO BE PROVIDED AND TO COMPLY WITH SABS 1186.

• ROOF VOID SUBDIVIDED WITH NON-COMBUSTIBLE FIRE STOPS INTO AREAS NOT EXCEEDING 300m2, WITH DRY WALL PARTITIONING. • SUSPENDED CEILINGS AND ITS SUPPORTING MEMBERS SHALL BE OF

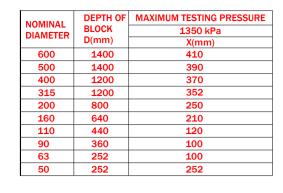
NON-COMBUSTIBLE MATERIAL.

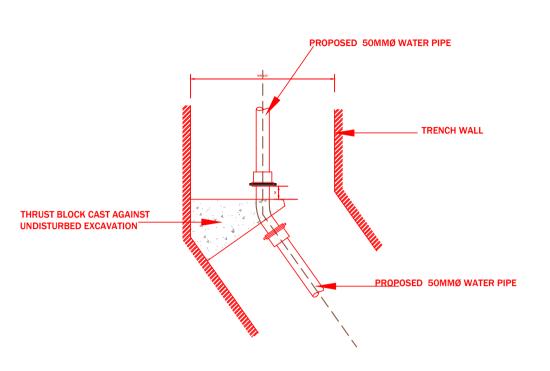
• STRUCTURAL ELEMENTS AND COMPONENTS SHALL HAVE A MINIMUM STABILITY RATING OF 90 MINUTES.





# **PLAN VIEW OF THRUST BLOCK DETAIL X**



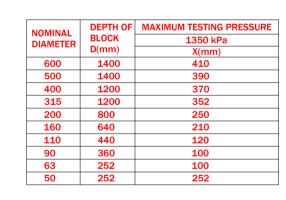


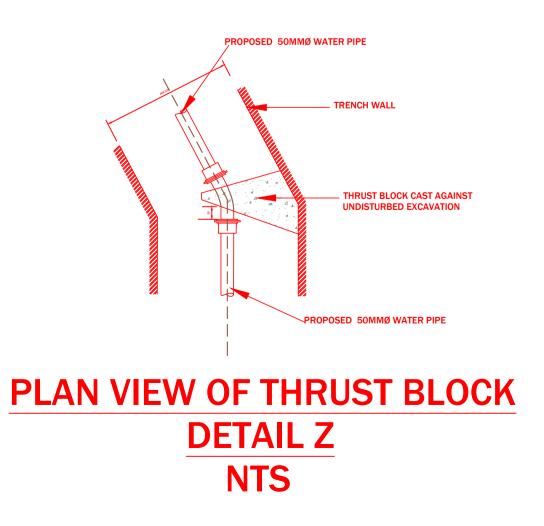
PLAN VIEW OF THRUST BLOCK **DETAIL Y** 

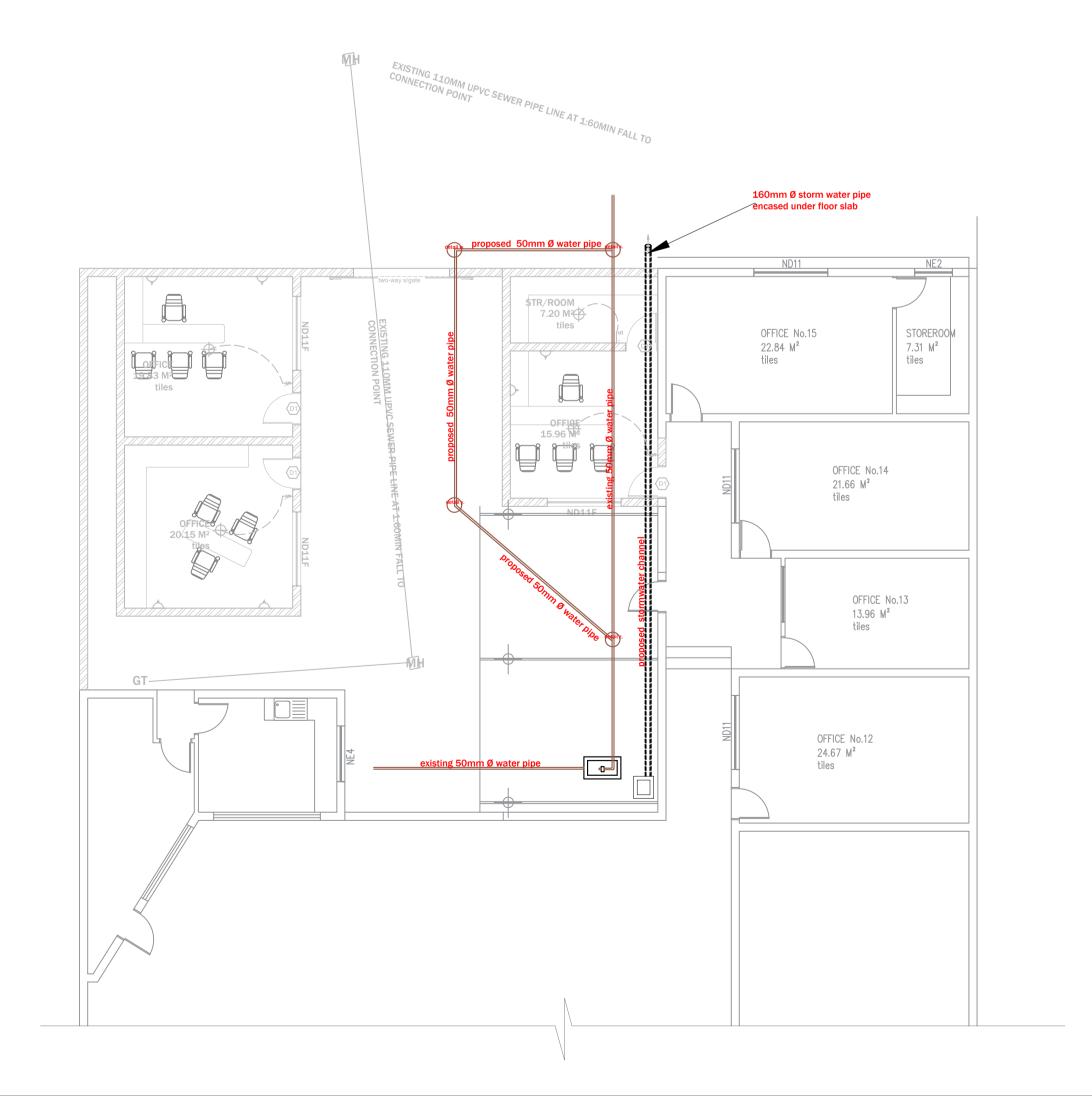
# PROPOSED 50MMØ WATER PIPE PLAN VIEW OF THRUST BLOCK **DETAIL W**

PROPOSED 50MMØ WATER PIPE

THRUST BLOCK CAST AGAINST







PRESSURE TESTING NOTE

1. THE TABLES ARE VALID FOR 100 kPA EARTH BAERING

2. X-DIMENSIONS MAY BE REDUSED FOR HIGHER EARTH BEARING

3. HALF OF THE DEPTH OF THE BLOCK SHALL BE BELOW THE PIPE

4. KEEP COUPLINGS AND FLANGES 25MM CLEAR FROM CONCRETE

	ELECTRICAL SYMBOLS		
	-	RECESSE LIGHTING	D CEILING OUTLET
	0	15 AMPER 1LEVER SV	
		DOUBLE 1 PLUG	5 AMPERE
		SINGLE 18	5 AMPERE
	-6-		L WALL LIGHT
JMMARY OF AREAS			FLORESCENT
			TION BOARD
	Ň	PRE- PAIC	METER BOARD
	<u></u>	STOVE PL	UG 15 AMPERE
	0	15 AMPERI 1LEVER SV	
FFICIAL STAMPS	CLIENT:	MUNICIPALITY OF TSUMEB	
	PROJECT:  RE-ROOTING OF E  MOSES GAROEB S  TSUMEB		R LINE ON ERF 264/62
	SCALE: AS SHOWN		
	DATE:		REVISION
	JULY 2024		