



REPUBLIC OF NAMIBIA



OMUSATI REGIONAL COUNCIL

PROCUREMENT MANAGEMENT UNIT

Tel: +264 65 251019  
Fax: +264 65 251078 / 088639090  
E-mail: [info@omusatirc.gov.na](mailto:info@omusatirc.gov.na)  
Website: [www.omusatirc.gov.na](http://www.omusatirc.gov.na)

Erf 1080 Namaungu Street  
Private Bag 523  
**OUTAPI**

## **BIDDING DOCUMENT**

**Issued on: 27 February 2023**

**For the  
Procurement of  
Work**

**Procurement Reference No: W/ONB/ORC-10/2022/23**

**Project name: Construction of Ablution facility (5 seats) &  
Fencing of the schoolyard at Ombyarundu Primary School in  
Ruacana Circuit**

**Cost: N\$100.00**

## **PUBLIC PROCUREMENT ACT, 2015 (Act No. 15, 2015) AS AMENDED**

### **PART 1**

#### **INTRODUCTORY PROVISIONS**

##### **Definitions of the Act terms contained in this bidding document.**

**“accounting officer”** means the accounting officer of a public entity; or if the accounting officer is absent or is for any other reason unable to perform his or her functions –

- (i) a person acting as accounting officer with the written authority of the accounting officer, or a person appointed as acting accounting officer in terms of section 21(1)(a) of the Public Service Act, 1995 (Act No. 13 of 1995); and
- (ii) in the case of a public entity governed by a board, local authority council, regional council or a similar governing body the person acting as accounting officer with the written authority of the board, local authority council or governing body;”.

**“associate”** in relation to the disclosure of interest, includes -  
a co-shareholder of a company incorporated under Chapter 4 of the Companies Act, 2004 (Act No. 28 of 2004) or an entity established by an Act of Parliament including subsidiaries of such an entity;  
a co-member of a close corporation contemplated in section 2 of the Close Corporations Act, 1988 (Act No. 26 of 1988).  
a person to whom one has granted or from whom one has received a general power of attorney.  
a trustee or beneficiary of a trust contemplated in section 1 of the Trust Monies Protection Act, 1934 (Act No. 36 of 1934).  
co-members of a co-operative registered under the Co-operatives Act, 1996 (Act No. 23 of 1996); or  
partners in a partnership or joint venture or similar arrangement;”.

**“bid”** means an offer or proposal submitted in response to a request to supply goods, works or services, or any combination thereof, and, where applicable, includes any prequalification process.

**“bidder”** means a participant in procurement or prequalification process, and includes a contractor.

**“bidding document”** –

- (a) means any document issued by a public entity on the basis of which bidders prepare bids; and
- (b) includes any document which contains instructions to bidders, specification, maps, designs, terms of reference, work schedules, evaluation criteria, bills of

quantities, conditions of contract or other similar items.

**“bid evaluation committee”** means an *ad hoc* bid evaluation committee established in terms of section 26.

**“Board”** means the Central Procurement Board of Namibia established by section 8.

**“close relatives”** means a spouse, child, grandchild, parent or sibling, cousin, nephew, niece, aunt, uncle, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

**“contractor”** means a person who has entered into a procurement contract with a public entity.

**“days”** means a day other than Saturday, Sunday, or public holiday.

**“goods”** means objects of every kind and description, including commodities, raw materials, manufactured products and equipment, industrial plant, objects in solid, liquid or gaseous form, electricity, as well as services incidental to the supply of the goods such as freight and insurance.

**“guidelines”** means guidelines issued in terms of section 7.

**“Local supply”** means a supplier-

- (a) Who supplies with the criteria stated in section 71(3); and
- (b) Whose goods, works or services complies with the minimum local content as may be determined by the minister in the codes of good practice issued in terms of section 70;”.

**“Policy Unit”** means the Procurement Policy Unit established in terms of section 6.

**“procurement”** means the acquisition of goods, works, consultancy services or non-consultancy services by any means, including purchase, rental, lease, or hire-purchase.

**“Procurement Committee”** means the Procurement Committee of public entity that is responsible for the execution of procurement functions constituted in terms of section 25;

**“Procurement Management Unit”** means the division or department in a public entity that is responsible for the executions of procurement functions constituted in terms of section 25.

**“Procurement Contract”** means a contract between a public entity and a supplier resulting from a procurement process.

**“Public entity”** means any office, ministry or agency of the government and includes-

- (a) a local authority council.
- (b) a regional council.

- (c) a public enterprise as referred to in a Public Enterprises Governance Act, 2019 (Act No. 1 of 2019).
- (d) an entity or trust that is owned or controlled by the government, when engaged in any procurement individually or in consortium.
- (e) an entity declared as public entity in terms of section 5; and
- (f) a subsidiary of a public enterprise referred to in paragraph (c);”.

“**responsive**”, in relation to a bid, means responsive to the basic requirements of a bid regarding ability to perform and complete on time.

“**Review Panel**” means a Review Panel constituted in terms of section 58.

“**standstill period**” means the period of seven days –

- (a) Referred to in section 55(4)(a) within which other bidders, other than the successful bidder referred to in section 55(4)(a), may apply to the board or public entity to reconsider the selection of the bid for the award; or
- (b) Referred to in section 59(1) within which a bidder or supplier may apply to the Review Panel for review of a decision or action taken by the board or public entity;”;

“**supplier**” means a person delivering goods, works, consultancy services, non-consultancy services or other services;”;

“this Act”, includes the regulations made under section 79.

“**threshold**” means a threshold amount prescribed for the procurement of goods, works and consultancy services or non-consultancy services including disposal of assets for the mandatory application of prescribed procedures.

“**works**” means any work associated with the construction, reconstruction, demolition, repair or renovation, site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing, as well as services incidental to construction such as drilling, mapping, satellite photography, seismic investigations and similar services.

**Standard Bidding Document**

**Table of Contents**

Section 1 - Instructions to Bidders.....6  
Section III - Evaluation Criteria.....24  
Section IV - Bidding Forms .....28  
PART 2 – Employer’s Requirements.....46  
Section V - Employer’s Requirements.....46  
PART 3 – Conditions of Contract and Contract Forms .....48  
Section VII. Special Conditions of Contract.....73  
Section VIII - Contract Forms .....76

**Section 1 - Instructions to Bidders****Table of Clauses**

<b>A. General.....</b>	<b>8</b>
1. Scope of Bid.....	8
2. Source of Fund.....	8
3. Public Entities Related to Bidding Documents & to application for review .....	8
4. Fraud and Corruption.....	8
5. Eligible Bidders .....	9
6. Qualifications of Bidders .....	10
<b>B. Contents of Bidding Document.....</b>	<b>12</b>
7. Sections of Bidding Document .....	12
8. Clarification of Bidding Document .....	13
9. Site visit/Pre-bid meeting.....	13
10. Amendment of Bidding Document.....	13
<b>C. Preparation of Bids .....</b>	<b>13</b>
11. Cost of Bidding.....	13
12. Language of Bid.....	13
13. Documents Comprising the Bid.....	13
14. Bid Submission Form and Schedules .....	14
15. Alternative Proposal.....	14
16. Bid Prices and Discounts .....	14
17. Currencies of Bid and Payment .....	15
18. Documents Comprising the Technical Proposal.....	15
19. Period of Validity of Bids .....	15
20. Bid Security/Bid Securing Declaration.....	15
21. Format and Signing of Bid.....	16
<b>D. Submission and Opening of Bids .....</b>	<b>16</b>
22. Sealing and Marking of Bids .....	16
23. Deadline for Submission of Bids .....	16
24. Late Bids .....	16
25. Withdrawal, Substitution, and Modification of Bids .....	16
26. Bid Opening .....	17
<b>E. Evaluation and Comparison of Bids .....</b>	<b>17</b>
27. Confidentiality .....	17
28. Clarification of Bids.....	17
29. Determination of Responsiveness.....	17
30. Nonconformities, Errors, and Omissions.....	17
31. Correction of Arithmetical Errors .....	18

---

32.	Margin of Preference .....	18
33.	Evaluation of Bids.....	18
34.	Comparison of Bids .....	19
35.	Qualification of the Bidder .....	19
36.	Employer’s Right to Accept Any Bid, and to Reject Any or All Bids .....	19
<b>F.</b>	<b>Award of Contract .....</b>	<b>19</b>
37.	Award Criteria .....	19
38.	Notification of Award .....	19
39.	Signing of Contract .....	20
40.	Performance Security .....	20
41.	Advance Payment and Security .....	20
42.	Plant and Materials on site .....	20
43.	Debriefing .....	20

## Section I - Instructions to Bidders

### A. General

- 1. Scope of Bid**
- 1.1 The Public Entity as defined in Section II “Bidding Data Sheet” (**BDS**) also referred to herein as Employer invites bids for the construction of Works, as **described in the BDS** and Section VII, “Special Conditions of Contract” (SCC).
- The name and identification number of the Contract are **provided in the BDS and the SCC**.
- 1.2 The successful Bidder shall be expected to complete the Works by the Intended Completion Period **specified in the BDS**.
- 1.3 Throughout these bidding documents, the terms:
- (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax,) with proof of receipt;
  - (b) if the context so requires, “singular” means “plural” and vice versa;
  - (c) “day” means calendar day unless otherwise stated; and
- 2. Source of Fund**
- 2.1 The Works shall be financed by the Public Entity’s own budgetary allocation, **unless otherwise stated in the BDS**.
- 3. Public Entities Related to Bidding Documents & to application for review**
- 3.1 The public entities related to these bidding documents are the Public Entity, acting as procurement entity (Purchaser), the Procurement Policy Unit, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting Bidding document, receiving and evaluation of bids in respect of major contracts and the Review Panel, set up under the Public Procurement Act, 2015 (hereinafter referred to as the Act.)
- The Chairperson  
Review Panel  
Ministry of Finance  
Private Bag 13295  
Windhoek, Namibia**
- 4. Fraud and Corruption**
- 4.1 The Government of the Republic of Namibia requires that bidders/suppliers/contractors, participating in procurement in Namibia, observe the highest standard of ethics during the procurement process and execution of contracts.



- 4.2 The Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

For the purposes of this Sub-Clause:

- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- 4.3. Bidders, suppliers and public officials shall also be aware of the provisions stated in section 67 and 68 of the Public Procurement Act, 2015 which can be consulted on the website of the Procurement Policy Unit (PPU) : [www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)

## 5. Eligible Bidders

- 5.1 A Bidder may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally-enforceable joint venture. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
- 5.2 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A

Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if :

- (a) they have a controlling partner in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this bid; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; or
- (g) a Bidder, or any of its affiliates has been hired (or is proposed to be hired) by the Employer as Engineer for the contract.

5.3 (a) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified

(b) Bids from contractors 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.

5.4 Government-owned enterprises in the Republic of Namibia shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law, and that they are not a dependent agency of the Government.

## 6. Qualifications of Bidders

6.1 All bidders shall provide in Section III, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

- 6.2 Bidders shall include the information and documents listed hereunder with their bids, unless otherwise **stated in the BDS**. The non-submission of the documents by the Bidder within the prescribed period may lead to the rejection of its bid.
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder;
  - (b) total monetary value of construction works performed for each of the last five years;
  - (c) experience in works of a similar nature and size for each of the last five years or as otherwise **stated in the BDS**; and clients who may be contacted for further information on those contracts;
  - (d) major items of construction equipment proposed to carry out the Contract;
  - (e) qualifications and experience of key site personnel and technical personnel proposed for the contract;
  - (f) report on the financial standing of the Bidder for the last three years, such as certified copies of Financial Statements/Audited Accounts as filed at the Registrar of Companies;
  - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
  - (h) authority to seek references from the Bidder's bankers; and
  - (i) information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, the issues involved, the disputed amounts, and awards;
  - (j) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.

- 6.3 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:
- (a) a minimum average annual financial amount of construction work over the period **specified in the BDS**.
  - (b) experience as prime contractor in the construction of a minimum number of works of a nature and complexity equivalent to the Works over a period as **specified in the BDS** (To comply with this requirement, works cited should be at least 70 percent complete);
  - (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS**;
  - (d) a Contract Manager/Supervisor with five years' experience in works of an equivalent nature and volume, including no less than three years as Manager or as otherwise **specified in the BDS**; and
  - (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount **specified in the BDS**.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

## **B. Contents of Bidding Document**

### **7. Sections of Bidding Document**

- 7.1 The Bidding Document consists of all the Sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITB 10.

Section I - Instructions to Bidders (ITB)  
Section II- Bidding Data Sheet  
Section III - Evaluation Criteria  
Section IV - Bidding Forms  
Section V - Employer's Requirements  
Section VI – General Conditions of Contract  
Section VII- Special Conditions of Contract  
Section VIII - Contract Forms

- 7.2 The Invitation for Bids issued by the Employer is not part of the Bidding Document.

- 8. Clarification of Bidding Document**
- 8.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Employer in writing at the Employer's address **indicated in the BDS**.
- The Employer will respond in writing to any request for clarification, provided that such request is received 14 days prior to the deadline for submission of bids.
- Should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 10.
- 9. Site visit/Pre-bid meeting**
- 9.1 Bidders, at the Bidders' own responsibility and risk, are encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing their Bids and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidders' own expense.
- 9.2 The Bidder or its designated representative is invited to attend a pre-bid meeting, as **provided for in the BDS**. The purpose of the pre-bid meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.
- 10. Amendment of Bidding Document**
- 10.1 At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addenda and extend the deadline for submission of bids, if needed.

### **C. Preparation of Bids**

- 11. Cost of Bidding**
- 11.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs irrespective of the outcome of the bidding process.
- 12. Language of Bid**
- 12.1 The Bid, supporting documents as well as all correspondence relating to the bid exchanged by the Bidder and the Employer shall be in English Language.
- 13. Documents Comprising the Bid**
- 13.1 The Bid shall comprise the following:
- (a) Bid submission Form (in the format indicated in Section IV);
  - (b) Qualification information and documentary evidence establishing the Bidder's qualifications to perform the contract;
  - (c) completed Bill of Quantities / Activity Schedule;

(d) the following documentary evidence is required

1. have a valid company Registration Certificate;
2. have an original valid good Standing Tax Certificate;
3. have an original valid good Standing Social Security Certificate with Bid reference number corresponding to the Bid Document;
4. have a valid certified copy 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;
5. have a certificate indicating SME Status (for Bids reserved for SMEs);
6. 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;

(e) Additional eligibility criteria:

- |  |   |
|--|---|
| <b>14. Bid Submission Form and Schedules</b> | 14.1 The Bid Submission Form, Schedules, and all documents listed under ITB 13.1 shall be prepared using the relevant forms, if so provided.  |
| <b>15. Alternative Proposal</b>              | 15.1 Alternative Technical Proposals and completion dates if allowed shall be indicated in Section V- Specifications. The evaluation methodologies for their consideration shall be given in Section III.   |
| <b>16. Bid Prices and Discounts</b>          | <p>16.1 The Contract shall be for the whole Works, as described in ITB Sub-Clause 1.1, based on the priced Activity Schedule/Bill of Quantities<sup>1</sup> submitted by the Bidder.</p> <p>16.2 Bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by Bidders, shall not be paid for by the Public Entity when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.</p> <p>16.3 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 14</p> |

days prior to the deadline for submission of bids, shall be included in the rates, prices, and total Bid price submitted by Bidders.

16.4 The price to be quoted in the Bid Submission Form shall be the total price of bid after any discount offered.

The discount if any and the conditions of its application shall be indicated separately.

**17. Currencies of Bid and Payment**

17.1 The bid price and rates shall be in Namibian Dollars and fixed for the duration of the contract unless otherwise **specified in the BDS.**

17.2 Unless otherwise **specified in BDS** interim payment for Plant and Material on site is applicable as per GCC 39.7.

**18. Documents Comprising the Technical Proposal**

18.1 The Bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in the Bidder Qualification Form (section IV), in sufficient details to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time.

**19. Period of Validity of Bids**

19.1 Bids shall remain valid for a period **specified in the BDS.** The Bid Validity period should not exceed 180 days.

19.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.

**20. Bid Security/Bid Securing Declaration**

20.1 The Bidder shall furnish either a subscription to a Bid Securing Declaration or a Bid Security in its original form with its bid as part of its bid, if so **required in the BDS.**

20.2 Bid Security shall be in the form of a Bank Guarantee from a local commercial bank as per the format contained in section IV and shall be valid for a period of 30 days beyond the validity period of the bid or beyond any period of extension.

20.3 Any bid not accompanied by an enforceable and substantially compliant Bid Security or a subscription to a Bid Securing Declaration in the Bid Submission Form, if required in accordance with ITB 20.1, shall be rejected by the Employer as non-responsive.

20.4 Bid Security shall be forfeited, or the Bid Securing declaration exercised for non-compliance on the part of the Bidder for reasons mentioned in the Bid Security format contained in Section III or the Bid Suring Declaration contained as Appendix to the Bid Submission Form.

**21. Format and Signing of Bid**

21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 13.1 and clearly mark it "ORIGINAL". In addition, the Bidder shall submit the number of copies **as specified in the BDS**, clearly mark with the label "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

21.2 The original of the bid shall be typed or written in indelible **black ink** and shall be signed by a person duly authorized to sign on behalf of the Bidder.

**D. Submission and Opening of Bids****22. Sealing and Marking of Bids**

22.1 Bidders may always submit their bids by mail or by hand. Procedures for submission, sealing and marking are as follows:

(a) Bidders submitting bids by mail or by hand shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB 15, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL", "ALTERNATIVE" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 22.2.

22.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Employer as indicated in ITB 22.1;
- (c) bear the specific identification of this bidding process indicated in accordance with ITB 1.1; and
- (d) bear a warning not to open before the time and date for bid opening.

**23. Deadline for Submission of Bids**

23.1 Bids shall be delivered to the Employer at the address and no later than the time and date **specified in the BDS**.

The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 10.

**24. Late Bids**

24.1 Late bids shall not be considered. They will be returned unopened

**25. Withdrawal, Substitution, and Modification of Bids**

25.1 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.



- 26. Bid Opening**
- 26.1 The Employer shall open the bids at the time place and address **specified in the BDS** in the presence of Bidders` designated representatives who choose to attend.
- 26.2 The bidders' names, the Bid Prices, the total amount of each bid, any discounts, any alternative bid, bid modifications and withdrawals and such other details as the Employer may consider appropriate, will be announced and recorded by the Employer at the opening.
- E. Evaluation and Comparison of Bids**
- 27. Confidentiality**
- 27.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process.
- 27.2 Any attempt by a Bidder to influence the Employer in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
- 28. Clarification of Bids**
- 28.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its bid. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the Employer in the evaluation of the bids, in accordance with ITB 31.
- 29. Determination of Responsiveness**
- 29.1 The Employer`s determination of a bid`s responsiveness is to be based on the contents of the bid itself, as defined in ITB13.
- 29.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission.
- 29.3 The Employer shall examine the technical aspects of the bid submitted in accordance with ITB 18, Technical Proposal, in particular, to confirm that all requirements of Section V (Employer`s Requirements) have been met without any material deviation, reservation or omission.
- 29.4 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
- 30. Nonconformities, Errors, and Omissions**
- 30.1 Provided that a bid is substantially responsive, the Employer may waive any non-material non-conformity in the bid, request that the Bidder submit the necessary information or documentation, to rectify nonmaterial nonconformities in the bid related to documentation requirements but not related to any aspect of the price of the bid; and shall rectify quantifiable

nonmaterial nonconformities related to the Bid Price.

**31. Correction of  
Arithmetical  
Errors**

31.1 Provided that the bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:

- (a) only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

**32. Margin of  
Preference**

32.1 **Unless otherwise specified in the BDS**, Margin of preference shall not apply.

**33. Evaluation of  
Bids**

33.1 The Employer shall use the criteria and methodology defined in this clause and no other evaluation criteria or methodologies shall be permitted.

33.2 To evaluate a bid, the Employer shall consider the following:

- (a) the bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities for admeasurement contracts or Schedule of Prices for lump sum contracts, but including Day work items, where priced competitively; and
- (b) price adjustment for correction of arithmetic errors, discounts, non-conformities, due to the supplementary criteria as defined in Section III, and Margin of Preference, if applicable.

33.3 If this Bidding Document allows Bidders to quote separate prices for different contracts, and to award multiple contracts to a single Bidder, the methodology to determine the lowest evaluated price of the contract combinations, including any discount offered in the Bid Submission Form, is specified in Section III (Evaluation and Qualification Criteria).

33.4 If the bid for an admeasurement contract, which results in the lowest Evaluated Bid Price, is seriously unbalanced, front loaded or substantially below updated estimates or if any item

in the Priced Activity Schedule is front loaded or contains an erroneous amount in the opinion of the Employer, the Employer may after clarification require the Bidder to produce detailed price analysis for any or all items that the amount of the performance security be increased at the expense of the Bidder.

- 34. Comparison of Bids** 34.1 The Employer shall compare all substantially responsive bids in accordance with ITB 33 to determine the lowest evaluated bid.
- 35. Qualification of the Bidder** 35.1 The Employer shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated substantially responsive bid meets the qualifying criteria.
- 36. Employer's Right to Accept Any Bid, and to Reject Any or All Bids** 36.1 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

#### **F. Award of Contract**

- 37. Award Criteria** 37.1 Subject to ITB 36.1, the Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. Employer shall only award one contract to a bidder per the round of advertised bids of the same nature of work.
- 38. Notification of Award** 38.1 Prior to the expiration of the period of bid validity, the Employer shall, for contract amount above the prescribed threshold of N\$ 2 M, notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to Challenge, the Employer shall notify the selected Bidder, in writing, by a Notification of award for award of contract. The Notification of award shall specify the sum that the Employer will pay the Contractor in consideration of the execution and completion of the Works (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price") and the requirement for the Contractor to remedy any defects therein as prescribed by the Contract. Within seven days from the issue of notification of award, the Purchaser shall publish on the Public Procurement Portal ([www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)) and the Purchaser's website, the results of the Bidding Process identifying the bid and lot numbers and the following information:

- (i) name of the successful Bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded; and
  - (ii) an executive summary of the Bid Evaluation Report.
- 38.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 39. Signing of Contract**
  - 39.1 Promptly upon issue of notification of award, the Employer shall send to the successful Bidder the Contract Agreement.
  - 39.2 Within thirty (30) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Employer.
- 40. Performance Security**
  - 40.1 Within thirty (30) days of the receipt of the notification of award from the Employer, the successful Bidder shall furnish the Performance Security in accordance with the conditions of contract, using for that purpose the Performance Security Form included in Section VIII (Contract Forms).
  - 40.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or to sign the Contract Agreement within the prescribed delay shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- 41. Advance Payment and Security**
  - 41.1 The Public Entity shall provide an Advance Payment on the Contract Price as stipulated in the GCC, subject to a maximum amount, **as stated in the BDS**. The Advance Payment shall be guaranteed by a security as per the format contained in Section VIII.
- 42. Plant and Materials on site**
  - 42.1 Unless otherwise **specified in BDS** interim payment for Plant and Material on site is applicable as per GCC 39.7.
- 43. Debriefing**
  - 43.1 The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

## Section II. Bidding Data Sheet (BDS)

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>A. General</b>	
<b>ITB 1.1</b>	<p>The Public Entity is Omusati Regional Council- Directorate of Education, Arts and Culture.</p> <p>The Works are: <b>Construction of Ablution facility (5 seats) &amp; Fencing the schoolyard.</b></p> <p>The name and identification of the Contract are: <b>Construction of Ablution facility (5 seats) &amp; Fencing of the schoolyard at Ombyarundu Primary School in Ruacana Circuit, W/ONB/ORC-10/2022/23</b></p> <p>The Project is to <b>construct ablution facility (5 seats) &amp; Fencing of the schoolyard at Ombyarundu Primary School in Ruacana Circuit</b></p>
<b>ITB 1.2</b>	The Intended Completion period is <b>90 working days</b>
<b>ITB 2.1</b>	The Funding Agency is: Omusati Regional Council- Directorate of Education, Arts and Culture
<b>ITB 5.3</b>	<p>A list of firms debarred from participating in Public Procurement in Namibia is available at <b><a href="http://www.mof.gov.na/procurement-policy-unit">http://www.mof.gov.na/procurement-policy-unit</a></b></p> <p>A list of firms debarred by World Bank is available at <b><a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a></b></p>
<b>ITB 6.2 (c)</b>	The Bidder is required to provide evidence of experience in works of similar nature previously performed in each of the last five (5) years. Attach five references (completion certificates/testimonials).
<b>ITB 6.3 (a)</b>	The Bidder is required to provide a specified minimum average annual financial amount of construction work over a period of three (3) years. Bidder should attach award letters with their completion certificates.
<b>ITB 6.3 (b)</b>	The Bidder is required to provide evidence of experience as a prime contractor in works of similar nature previously performed in the last five (5) years. Attach five references (completion certificates/testimonials).
<b>ITB 6.3 (c)</b>	The successful Bidder is required to provide a list of essential equipment such as: <ul style="list-style-type: none"> <li>a) concrete mixture</li> <li>b) wheel barrow</li> <li>c) reasonable roadworthiness transport (pick-up or truck)- <b>attach certified copy of roadworthiness certificate</b></li> <li>d) other related equipment.</li> </ul>
<b>ITB 6.3 (d)</b>	A Contract Manager/Supervisor with five years' experience in works of an equivalent nature and volume, including no less than three years as Manager. Bidders are required to attach <b>testimonial/s of the Contract Manager/Supervisor.</b>
<b>ITB 6.3 (e)</b>	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be N\$ 0.00.

<b>B. Bidding Documents</b>	
<b>ITB 8.1</b>	The Public Entity's address for clarification is: Omusati Regional Council, Erf 1080, Namaungu Street, Outapi, Facsimile number: 065-251078, e-mail: <a href="mailto:pmuqueries@omusatirc.gov.na">pmuqueries@omusatirc.gov.na</a>
<b>ITB 9.2</b>	There will be no pre-bid meeting scheduled for this bid. Bidders are informed that all the procurement cycle process will be made available at website: <a href="http://www.omusatirc.gov.na">www.omusatirc.gov.na</a>
<b>C. Preparation of Bids</b>	
<b>ITB 13.1(e)</b>	<p>Additional eligibility criteria are:</p> <ol style="list-style-type: none"> <li>i. In addition to other documents or information which may be required, the bidder must submit the documents as required in terms of section 50(2) of the principal Act as amended under Public Procurement Amendment Act, 2022 (Act No. 3 of 2022), at the time of submitting a bid to Omusati Regional Council, failing which the bidder must be disqualified.</li> <li>ii. All pages of the Biding document must be initialized by the Bidder on the <b>bottom right of each page</b>.</li> <li>iii. Bid amount in numbers and words must be reflected on the front page of the Bid document.</li> <li>iv. Bid document must be completed in <b>Black ink</b>.</li> <li>v. No eraser fluid (tippex) must be used in the Biding document.</li> <li>vi. All corrections must be initialized and dated.</li> <li>vii. All forms must be signed where necessary.</li> <li>viii. The Bidder's principal business must be in line with the project.</li> <li>ix. A bid shall be rejected if a bidder committed offence in terms of section 67(1) of the Public Procurement Act, 2015 (act No. 15 of 2015).</li> <li>x. Submit a Bid Securing Declaration completed as per instruction below the form.</li> <li>xi. All attached proof documents must be signed.</li> <li>xii. Only Bidders in possession of the starting capital expected to sign the Contract with Council (attach a letter of intent from the local commercial bank in Namibia).</li> <li>xiii. Bidders should adhere to the starting and completion time as stipulated under Section VII: Special Conditions of Contract: GCC 1.1 (v), GCC 1.1 (dd) and GCC 2.2 on Page 78 of the bid document.</li> <li>xiv. All additional eligibility criteria may form part of the evaluation, taking into consideration the Directive issued in terms of Section 73 of the Public Procurement Act, 2015 (Act No. 15 of 2015) for the preferential procurement dated 26 November 2020.</li> <li>xv. A bidder-abandoned work with Omusati Regional Council will not be considered.</li> </ol>
<b>ITB 17.1</b>	The Contract is subjected to price adjustment in accordance with GCC Clause

	<b>44, but only when it is initiated by Omusati Regional Council</b>
<b>ITB 17.2</b>	Interim Payment for Plant and Material on site is not applicable
<b>ITB 19.1</b>	The Bid shall be valid for <b>180 working days</b>
<b>ITB 20.1</b>	Bid shall include a subscription to a Bid Securing Declaration
<b>ITB 21.1</b>	Only <u>One</u> <b>“Original”</b> bidding document should be submitted, and <b>Bidders are advised to keep their own copies.</b>
<b>D. Submission and Opening of Bids</b>	
<b>ITB 23.1</b>	The deadline for submission of bids shall be 11H00 on <b>14 April 2023</b>
<b>ITB 23.1</b>	The Employer’s address for the purpose of Bid submission is, Omusati Regional Council, Erf 1080, Namaungu Street, Outapi at Registry Office in a Bid Box Attention: The Head of Procurement Management Unit Address: Omusati Regional Council, Private Bag 523 Outapi
<b>ITB 26.1</b>	The bid opening shall take place at: Omusati Regional Council Main Hall Date: <b>14 April 2023</b> , Time: 11H00 as per section 51(4) of the Public Procurement Act, 2015 (Act No15 of 2015) as amended.
<b>E. Evaluation and Comparison of Bids</b>	
<b>ITB 32.1</b>	<b>The Procurement Contract with Joint Venture requires that:</b> entities incorporated in Namibia with no less than 51 percent equity that is owned by Namibian citizens. Procurement of the products shall be from Namibian manufacturers, producers and suppliers only. The procurement of goods not manufactured or produced in Namibia are only allowed if locally produced goods are not available, and all local suppliers have confirmed in writing that these goods are not available in Namibia. Proof of non-availability must be submitted to the public entity to form part of the procurement documents.
<b>ITB 33.4</b>	Only a bidder whose bid amount is within <b>2%</b> below the estimate cost shall be considered.
<b>F. Award of Contract</b>	
<b>ITB 40.1</b>	<b>The bidder is NOT required to provide the Performance Security.</b>
<b>ITB 41.1</b>	Omusati Regional Council will not provide an Advance Payment on the Contract Price.
<b>ITB 42.1</b>	Interim Payment for Plant and Material on site is not applicable.

### Section III - Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

#### 1. Evaluation

(a) **Adequacy of Technical Proposal**

Evaluation of the Bidder's Technical Proposal will include an assessment of the Bidder's technical capacity to mobilize key equipment and personnel for the contract consistent with its proposal regarding work methods, scheduling, and material sourcing in sufficient detail and fully in accordance with the requirements stipulated in Section V (Employer's Requirements).

(b) **Multiple Contracts**

Pursuant to sub-clause 1.1 of the Instructions to Bidders, Works are not grouped in multiple contracts

(c) **Completion Time**

Alternative Completion Time is not permitted as proposed under ITB 15.1

(d) **Technical Alternatives**

There is no alternative Technical Proposal permitted as proposed under ITB 15.1

(e) **Margin of Preference**

The Procurement Contract with Joint Venture requires each entity of the Joint Venture partnership with no less than 51 percent equity that is owned by Namibian citizens. The Procurement of works (Labour for work) should be 100% local content and it should be indicated by completing Appendix 1 and Annexure 1 below:



**APPENDIX 1: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b><u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT GROUP</u></b>	
	N\$
<b>(a) Raw Materials, Accessories &amp; Components</b>	
<ul style="list-style-type: none"> <li>Value of import (including Cost, Insurance, Freight)</li> </ul>	
<b>(b) Labour Cost</b>	
<ul style="list-style-type: none"> <li>Value of Non-Namibian labour/consultancy cost attributable to this product group</li> </ul>	
<b>(c) Bid Price</b>	
<ul style="list-style-type: none"> <li>Total Bid Price</li> </ul>	
<b>Other (please specify)</b>	
<b>TOTAL COST</b>	

$$\text{Local Value Added} = \frac{c - (a+b)}{c} \times 100$$

**ANNEXURE 1: LOCAL SOURCING DECLARATION**

Section 73 of Act 15 of 2015

Regulation 37(5) and 56(2)

Date.....

Bid No.....

To: .....

.....

.....

I/We\* understand that in terms Section 45 of the Act, A Public Entity must include in the bidding document the requirement for the local sourcing declaration by the bidders.

I/We\* Accept that under Section 45 of the Act, I/We may be suspended or disqualified in the event of:-

(a) If found that the goods, works and services are found not to be meeting the local content and is not supplied by the suppliers based and operating from 14 regions of Namibia, and where the goods are required.

(b) I/We understand this local sourcing declaration cases to be valid if I am/We are\* not the successful bidder.

Signed:

.....

(insert signature of person whose name and capacity are known)

Capacity of: ( indicate legal capacity of person/s signing the local sourcing declaration)

Name:

.....

(insert complete name of person signing the local sourcing declaration)

Dully authorized to sign the bid for and on behalf of:

.....

Date on .....day of ....., .....(insert date of signing)

Corporate Seal (Where appropriate)

.....

(Note\* In case of a joint venture, the local sourcing declaration must be in the name of all partners to the joint venture that submits the bid) \*Delete if not applicable appropriate.

Please accept the assurance of my highest consideration.

The Procurement of the products shall be from Namibian manufacturers, producers and suppliers only and the procurement of goods not manufactured or produced in Namibia is only allowed in the event that locally produced goods are not available and all local suppliers have confirmed in writing that these goods are not available in Namibia. Proof of non-availability must be submitted to the public entity to form part of the procurement documents.

**(f) Financial Qualification**

Compliant and substantively responsive bids/quotations will be evaluated financially: After arithmetic corrections are made, corrected bids amount will be compared to the estimate cost. The estimate cost for Bid Reference No. [W/ONB/ORC-10/2022/23](#) is N\$500,000.00. Only compliant and substantively responsive Bidder that bid within 2% below the cost estimate will be deemed compliant and shall be considered.

## **Section IV - Bidding Forms**

### **Table of Forms**

<b>Bid Submission Form .....</b>	<b>29</b>
<b>Bid Securing Declaration .....</b>	<b>31</b>
<b>Witten undertaking in terms of section 138 of the Labour Act .....</b>	<b>32</b>
<b>Qualification Information .....</b>	<b>Error! Bookmark not defined.</b>
<b>Bill of Quantities .....</b>	<b>36</b>

**Bid Submission Form**

Date: \_\_\_\_\_  
Bidder’s Reference No.: \_\_\_\_\_  
Procurement Reference No.:.....

To: .....  
.....  
.....  
.....

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 10;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:  
\_\_\_\_\_;
- (c) The total price (in numbers and words) of our Bid after discounts, if any, offered in item (d) below is:  
\_\_\_\_\_  
\_\_\_\_\_;
- (d) The discounts offered and the methodology for their application are:  
\_\_\_\_\_  
\_\_\_\_\_;
- (e) Our bid shall be valid for a period of \_\_\_\_\_ days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached hereto and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.
- (g) If our bid is accepted, we commit to obtain a Performance Security and a Preference Security (if applicable) in accordance with the Bidding Document;
- (h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 5.2;
- (i) We are not participating, as a Bidder in more than one bid in this bidding process other than alternative offers submitted in accordance with ITB 15;

- (j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Namibia;
- (k) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 5.4;
- (l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (n) If awarded the contract, the person named below shall act as Contractor’s Representative:

Name: .....

In the capacity of: .....

Signed: .....

Duly authorized to  
sign the Bid for and  
on behalf of: .....

Date: .....

Seal of Company .....

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** Omusati Regional Council, Erf 34, Namaungu Street, Outapi, Telephone: 065 251019, Facsimile number: 065-251078.

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:  
.....

Capacity of:.....

Name:  
.....

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]  
Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**\*delete if not applicable / appropriate**



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....

.....

.....



Anticipated Contract Duration: .....

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

.....

**3. UNDERTAKING**

I ....., owner/representative

of .....

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.*

**Qualification Information**

**1. Individual Bidders or Individual Members of Joint Ventures**

- 1.1 Constitution or legal status of Bidder: attach copy  
 Place of registration.....  
 Principal place of business.....  
 Evidence of signatory authorized to sign the bid (if applicable): attach evidence.
- 1.2 A total number of five (5) works of a nature and amount similar to the Works performed as prime Contractor over the last five (5) years.

Project/Contract name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract in NAD
(a)			
(b)			
(c)			
(d)			
(e)			

1.3 Major items of Contractor’s Equipment proposed for carrying out the Works. List all information requested below

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			
(c)			
(d)			
(e)			

1.4 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data

Position	Name	Years of experience (general)	Years of experience in

			proposed position
(a)			
(b)			
(c)			

1.5 Submit the Proposed Program (work method and schedule).  
 Descriptions, drawings, and charts, as necessary, to comply with the requirements of the Bidding Documents.

1.6 Information on current litigation(s) in which the Bidder is involved.

Other party(ies)	Cause of dispute	Amount involved
(a)		
(b)		

**2. Additional Requirements**

2.1 Bidders should provide any additional information requested in the Bidding Document.

**Bill of Quantity**

<b>CONSTRUCTION OF ABLUTION FACILITY (5 SEATS) AND SCHOOL YARD FENCING AT OMBYARUNDU PRIMARY SCHOOL</b>				
<b>Item</b>	<b>Descriptions</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>(A)</b>	<b>ABLUTION FACILITY</b>			
	<b>Temporary services</b>			
<b>1</b>	The contractor shall providing water for the work	Item		
<b>2</b>	The contractor shall providing power for the work	Item		
	<b>Earthworks</b>			
<b>3</b>	Site Clearance	50m <sup>2</sup>		
<b>4</b>	Cutting down of tree and uprooting (medium size)	3		
	<b>Excavation In Earth Not exceeding 1m deep</b>			
<b>5</b>	Trenches	18m <sup>3</sup>		
	<b>Excavation in Earth not Exceeding 3m deep in soft or hard rock</b>			
<b>6</b>	Trenches and holes	30m <sup>3</sup>		
	<b>Risk Collapse Of Excavations</b>			
<b>7</b>	Sides of trenches an hole excavation not exceed 1.5m deep	15m <sup>2</sup>		
	<b>Keeping Excavations free of water</b>			
<b>8</b>	Allow keeping excavations free of water	Item		
	<b>Earth filling obtained from excavations</b>			
<b>9</b>	Backfilling to trenches, holes. etc	15m <sup>3</sup>		
<b>10</b>	Under floors, paving's	10m <sup>3</sup>		
	<b>Earth filling supplied by the Contractors compacted in layers not exceeding 150mm thick</b>			
<b>11</b>	Selected layer under floors, paving's, etc. of g5 type natural gravel well-watered and compacted to 95%	8m <sup>3</sup>		
	<b>Coarse River sand filling supplied by Contractor</b>			
<b>12</b>	Under solid floors to receive dam-proof-membrane	25m <sup>2</sup>		
	<b>Soilcrete</b>			
<b>13</b>	Backfilling to trenches, holes, etc. With soilcrete comprising 5% ordinary Portland Cement and 95% approved material	10m <sup>3</sup>		

	arising from excavations			
	<b>Extra over all excavations for carting away</b>			
<b>14</b>	Surplus materials from excavations and/or stock piles to dumping sites	10m <sup>3</sup>		
	<b>Compaction</b>			
<b>15</b>	Compaction of ground surfaces inside trenches	10m <sup>2</sup>		
	<b>Soil Poisoning (use steadfast chemical).</b>			
<b>16</b>	Under floors	25m <sup>2</sup>		
<b>17</b>	To bottoms and sides of trenches	11m <sup>2</sup>		
	<b>Concrete , Formwork and Reinforcement</b>			
	<b>Unreinforced concrete</b>			
<b>18</b>	10mm mild steel reinforcement Y-bars to structuring concrete foundation work, cut and bent in the form of ring beam ( size: 600x150mm)	215kg		
	<b>Concrete Class 25mpa/19mm in</b>			
<b>19</b>	Strip footings	5m <sup>3</sup>		
<b>20</b>	Concrete pockets in one brick wall	1m <sup>3</sup>		
<b>21</b>	Surface beds	7m <sup>3</sup>		
<b>22</b>	Apron slab	10m <sup>3</sup>		
<b>23</b>	Extra thickening out 100mm thick apron slab to form toe size 200mm X 500mm deep including all necessary excavation, formwork and dressing of ant treatment	19m		
	<b>Concrete Sundries</b>			
	<b>Finishing top surface of concrete smooth with wood float</b>			
<b>24</b>	Surface beds, slabs ramps, etc. to falls	18m <sup>2</sup>		
<b>25</b>	Apron slab with ramp up from NGL to FFL passage	15m <sup>2</sup>		
	<b>Expansion Joints with 6mm “Jointex” or similar approved closed cell expanded polyethylene performed joint filler</b>			
<b>26</b>	Joint not exceeding 300mm high overall including a 10mm hinged blocking piece for tearing out later	20m		
	<b>Brickwork in Foundation</b>			
	<b>Brickwork in class 14mpa cement bricks in class II cement mortar</b>			
<b>27</b>	Half brick walls	10m <sup>2</sup>		
<b>28</b>	One brick walls	14m <sup>2</sup>		

	<b>Brickwork in Superstructure</b>			
	<b>Brickwork in class 7 MPA cement bricks in class II cement mortar</b>			
<b>29</b>	Half brick walls	70m <sup>2</sup>		
<b>30</b>	Half brick walls in beam filling	5m <sup>2</sup>		
<b>31</b>	One brick walls	76m <sup>2</sup>		
	<b>Prestressed fabricated concrete lintels including necessary temporary supports</b>			
<b>32</b>	105x75mm lintels not exceeding 3m	10m		
	<b>Brickwork Reinforcement</b>			
<b>33</b>	75mm Wide Reinforcement built horizontally in foundations	50m		
<b>34</b>	75mm Wide Reinforcement built horizontally in wall	55m		
<b>35</b>	150mm Wide reinforcement built in horizontally in foundations	50m		
<b>36</b>	150mm Wide reinforcement built in horizontally in wall	55m		
	<b>Waterproofing</b>			
	<b>One layer of 375 micron embossed damp proof course</b>			
<b>37</b>	In walls	7m <sup>2</sup>		
	<b>Roof Coverings Etc</b> <b>0.5mm “IBR” profile “Alu Sinc” roof sheeting in single length fixed to steel purlins ( elsewhere at maximum 1300m centres) and accessories , all fixed in accordance with the manufacturer instructions</b>			
<b>38</b>	Roof coverings with pitch not exceeding 25 degrees	25m <sup>2</sup>		
	<b>Ironmongery</b>			
	<b>Locksets, etc.</b>			
<b>39</b>	Four level locksets	5No.		
	<b>Door Window Sundries</b>			
<b>40</b>	“UNION AL8730AS” or similar and approved aluminium door stop with anodised silver finish	5No.		
	<b>50mm X 25mm x 1.2mm thick aluminium plate signage panels engraved with 15mm high black “Bold condensed Helvetica” letters in two rows as follows</b>			
<b>41</b>	Signs plates	5No.		
	<b>Purlins and girths bolted to steel</b>			

42	100mm x 50mm x 20mm x 2.5mm lipped channel section purlin	90kg		
	<b>Sundries steelwork</b>			
	<b>Corner Protectors</b>			
43	50mm x 50mm x 5mm Angle sections corner protectors in varying lengths with 30mm x 3mm flat fishtailed lugs 200mm long welded on at 400mm centres and fixed into concrete apron slab	17m		
44	Corner protector , 1.8m all four corners of the wall	7.2m		
	<b>1.6mm Wispeco chawl doors</b>			
45	Standard WISPECO Chawl door leaf and frame size 813 x 2400mm suit one brick wall.	5No		
	<b>Steel windows ,doors, etc</b>			
	<b>Internal plaster</b>			
	<b>Cement plaster on brickwork to</b>			
46	Walls	75m <sup>2</sup>		
47	Narrow width	8m <sup>2</sup>		
	<b>External plaster</b>			
	<b>Cement plaster on brickwork to</b>			
48	Walls	40m <sup>2</sup>		
49	Walls in foundations	7m <sup>2</sup>		
50	Narrow width	8m <sup>2</sup>		
	<b>Corner protectors, etc.</b>			
51	50mm x 50mm Brass dividing strip at threshold for the door	4m		
	<b>Painting</b>			
	<b>On plaster</b>			
	<b>Prepare and apply one coat alkaline resistant wall primer and two coats of acrylic based PVA emulsion paint</b>			
52	Internal walls	75m <sup>2</sup>		
53	External walls	40m <sup>2</sup>		
54	External walls on foundations	7m <sup>2</sup>		
	<b>On metal</b>			
	<b>Prepare and apply one coat zinc – chromate primer and two coats matt enamel paint on</b>			
55	Door frames	10m <sup>2</sup>		
56	Steel doors	8m <sup>2</sup>		

57	Corner Protectors	5m <sup>2</sup>		
	<b>Ceramic tiles full body</b>			
58	6mm ceramic tiles Eco PIXEL 300mmx300mm full body fixed with super bond adhesive recommended and laid in strict accordance with the manufacturer's instructions on the floors.	20m <sup>2</sup>		
59	Ceramic tiles skirting of 100mm with aluminium tiling edge strips	20m		
	<b>152x152x6mm thick white glazed ceramic wall tiles fixed with adhesive to plaster (cost of wall tiles included) and flush pointed with an approved cement based grout to:</b>			
60	Wall	10m <sup>2</sup>		
	<b>Toilet roll Holders, etc.</b>			
61	Chromium plated toilet roll holder.	5No		
	<b>Plumbing and drainage</b>			
	<b>White vitreous china or glazed fireclay</b>			
62	Stainless steel Wash hand basin size 520 x 430mm with tiling key and fixed to walls with standard Brackets with one tap.	4no		
63(a)	Close couple Low level wc. Toilet suite top flush infield (ceramic toilets)	3No		
63(b)	Bambino white junior kids toilet pan including seat, bibo front flush cistern and mechanism.	2No		
	<b>Waste union etc.</b>			
	<b>Chromium plate bass</b>			
64	32mm basin waste union with vulcanite plug and chromium plate chain and stay	4No		
	<b>TRAPS ETC</b>			
	<b>Upvc</b>			
65	40mm bottle trap including tailpipe and wall flange.	4No		
	<b>Gate valves, strainers, etc.</b>			
66	25mm brass full way gate valve	1No		
	<b>Chrome plated brass taps and sundries</b>			
67	15mm angle regulating valve with 10mm chromium plated service pipe 300mm girth bent as required	5No		
68	15mm square pattern pillar tap with	4No		



	aerator			
	<b>Class 12 HDPE type IV water pipes including all straight joints and connectors laid in ground in trenches not less than 600mm deep, including excavations, backfilling, etc.</b>			
69	25mm pipes laid in the ground in trenches	102m		
	<b>Hard draw thin walled class 0 copper pipes to SABS 460 including all straight joints and connectors</b>			
70	15mm pipe fixed or chased into walls	30m		
	<b>Extra over class 0 copper pipes for brass capillary fittings</b>			
71	15mm fittings (elbow, tees, reducing tees, adaptor couplings, etc.)	14No		
	<b>Extra over HDPE pipes for the following compression fittings</b>			
72	25 fittings	10No		
	<b>Internal soil, waste and vent piping</b>			
73	50mm pipe fixed or chased into walls	13m		
74	50mm bend	6No		
75	50mm Access junction	5No		
76	50mm Two-way vent valve	5No		
77	110mm Access junction	4No		
78	110mm Access bend	5 No.		
79	110mm pan connector	5No		
80	110mm two-way vent valve	5No		
81	110mm pipes laid in and including trenches not exceed 1m deep	25m		
	<b>SEPTIC TANK</b>			
82	Excavate for and build septic tank size 6110x2960mm internally and 2220mm deep to invert with internal one brick division wall with five 110mm uPVC pipes 300mm long built through wall ,five 110mm uPVC plain junctions each with 450mm length of 110mm uPVC pipe and two 600x900mm access manhole into slab	1		
83	Septic tanks are to be constructed of one brick walls of 7MPa bricks all round. Bricks internally are to be rendered smooth in 15mm 3:1 cement plaster.	1		
84	All concrete is to be 30MPa. The base slab is to be 150mm thick projection 100mm all round from the external wall			

	face. The top slab is to be 150mm thick. with 110mm pvc for ventilation with a cowl. The base slab is to be reinforced with one layer of mesh No 393 and the top slab is to be suitably reinforced with Y10 bars at 150mm centres in both directions to the approval of the Department of Works.	1No.		
<b>85 (a)</b>	Cast iron manhole steps are to be built into the brick walls at 300mm centres at the manhole cover. Access manholes on top of the septic tank are to be constructed of one brick walls plastered smooth internally with a mass concrete surround for and including 600x600mm (light weight) cast iron manhole cover and frame type built into brickwork.	2No.		
<b>85 (b)</b>	50mm x 50mm x 5mm Angle sections.	5m		
<b>86</b>	The incoming pipe is to be 110mm uPVC and the outgoing pipe is to be 110mm uPVC. The incoming pipework is to be built through the brick walls and is to include a junction and short length of pipe vertically at both points. Minimum 4m from the Ablution wall	1No.		
	<b>Electrical work</b>			
	<b>Cables</b>			
	<b>600/100 v PVC/SWA/PVC copper cable pulled in cable sleeves (sleeves measured elsewhere )</b>			
<b>87</b>	Excavation in earth 600mm deep for : Trenches and holes	36m <sup>2</sup>		
<b>88</b>	10mm 2-core	N/A	N/A	N/A
<b>89</b>	Backfilling	36m <sup>2</sup>		
	<b>Terminations for 600/1000v PVC/SWA/PVC copper cables</b>			
<b>90</b>	16mm 2-core	2m		
	<b>Earthing</b>			
	<b>Bare copper earth conductor pulled in cable sleeves ( sleeves measured elsewhere )</b>			
<b>91</b>	10mm conductor	N/A	N/A	N/A
	<b>Termination of bare copper and PVC insulated conductors including lugs and connection</b>			

92	10mm Conductor	2		
	<b>Sleeves and Conduit</b>			
	<b>Unplasticised polyvinyl chloride ( upvc) sleeve piping including short lengths</b>			
93	20mm Diameter pipe chased in brickwork(making good brickwork others )	24m		
94	20mm pipe in ceiling	98m		
95	50mm Pipe chased in wall ( making good brickwork by others )	6m		
	<b>Composite wiring system</b>			
	<b>Distribution board complete with sheet metal tray , frames , sub frames , bus bars , provision for four future circuit breaker and legend card</b>			
96	Chased to brickwork, etc. DB-1 complete with non –metallic frame ,bus bars , legend and cover	1No.		
97	15A Circuit breaker	1No.		
98	20A Circuit breaker	1No.		
99	40A Circuit breaker	2No.		
100	60A Earth Leakage unit	1No.		
	<b>wires</b>			
101	2.5mm <sup>2</sup> PVC wire	450m		
102	Labelling of DB	1No		
	<b>Light switches, Switched sockets outlets ,etc</b>			
	<b>Switches , etc. complete with cover plate fixed in flush box</b>			
103	16A Single lever one-way switch flush mounted	4No.		
104	Day light switch , 10A ,mounted inside empty B10 bulkhead light fitting	1No.		
	<b>Supply and install Luminaries or equipment complete with lamps, connections, mounted in position.</b>			
105	“Lascon R1-158” similar and approved open channel single tube fluorescent luminaires with telescopic lamp holders and 1x58 cool white lamps	2No.		
106	“Lascon B10-2PL9” or similar and approved bulkhead luminaire with clear diffuser and two PL9 cool white lamps	3No.		
	<b>Draw wire</b>			
	<b>Lightning Protection Systems</b>			
	<b>Conductors, etc.</b>			

<b>107</b>	10mm <sup>2</sup> copper conductor installed in sleeve (sleeve measured elsewhere )	10m		
<b>108</b>	Terminating lug and cadmium plated bolt , nut , washer for connecting 50mm <sup>2</sup> copper conductor	1		
<b>109</b>	Steel core reinforced copper spike 1 500mm x 16mm diameter and brass coupling with driven into ground	2		
	<b>Sundries</b>			
	<b>Testing and commissioning</b>			
<b>110</b>	Allow for testing , balancing and commissioning of the complete electrical Installation	Item		
	<b>Cable Warning tape</b>			
<b>111</b>	Cable warning tape placed 150mm above cables in excavations	N/A	N/A	N/A
<b>(B)</b>	<b>SCHOOL YARD FENCING</b>			
	<b>Earthworks</b>			
<b>112</b>	Site Clearance	660m <sup>2</sup>		
	<b>Security fencing Including two coats Aluminium paint on metal Corner, Stays and Gate posts.</b>			
<b>113</b>	Security fencing 1800mm high vertically with 600mm long 45 <sup>o</sup> overhang to one side formed of 50mm diameter center posts 2500mm high vertically with 600mm long 45 <sup>o</sup> overhang with capped end and other end with sole plate cast in and include 20Mpa concrete base size 300 x 300 x 600mm deep and base at overage 3m center ,four rows of galvanized straining wire and four of 2.5mm galvanized double strand reverse twist barbed wire tied to post and eye bolts , the 1800mm vertically height covered with 50mm galvanized diamond wire mesh fixed at 300mm centers to each straining wire	702m		
<b>114</b>	Extra over for Razor Coil to top of security fencing in lieu of four rows of barbed wire	N/A	N/A	N/A
<b>115</b>	50mm Diameter inclined stay or Vertical post 3m long with one end bent to detail and bolt to post and the other end with sole plate cast in and include 20mp concrete base size 450x 450 x600mm	26No		
<b>116</b>	75mm straining post 3m high vertical with 600mm long 45 degree overhang with capped end and the other end with sole plate cast in and including 20Mpa	234No		

	concrete base size 450x450x600mm deep			
<b>117</b>	100mm corner and gate post 3m high vertically with 600mm long 45° overhang with capped end and other end with sole plate cast in and include 20Mpa concrete base size 450 x 450 x 600mm deep.	30No		
	<b>Concrete edge beams</b>			
<b>118</b>	20mpa/19mm concrete edge beam below security fencing size 100x200mm high including all the necessary excavation, casing and backfilling	702M		
	<b>Gates in security fencing</b>			
<b>119</b>	Gate size 1000 x 1800mm high overall, with 600mm long 45° overhangs with barbed wire and covered with 50mm galvanized diamond wire mesh as for fencing and with suitable eye-bolt hinges and 300mm long galvanized drop bolts fixed in position complete.	2No		
<b>120</b>	Gate size 4000 x 1800mm high overall in two equal leaves with 600mm long 45° overhangs with barbed wire and covered with 50mm galvanized diamond wire mesh as for fencing and with suitable eye-bolt hinges and 300mm long galvanized drop bolts fixed in position complete.	1No		
	<b>Padlocks</b>			
<b>121</b>	50mm brass standard shackled 6-pin key rationing padlock	3No		
<b>122</b>	Kilometre rate for transport of materials and labour for journeys where the distance is more than 25km (i.e., 50km return journey) from Outapi	160 km		

**Total Cost** .....  
**VAT** .....  
**Sub Total** .....  
**Contingencies 5%** .....  
**Total** .....

**END**

## **PART 2 – Employer’s Requirements**

### **Section V - Employer’s Requirements**

#### **Table of Contents**

<b>Specifications .....</b>	<b>46</b>
-----------------------------	-----------

#### **Specifications**

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their bids. In the context of international competitive bidding, the Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of bids be ensured, and the subsequent task of Bid evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar projects in the same country are useful to prepare Specifications. The use of metric units is encouraged by the Government of the Republic of Namibia. Most Specifications are normally written specially by the Employer or Employer’s Representative to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in these documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

#### **“Equivalency of Standards and Codes”**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified shall be accepted subject to the Employer's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Employer's Representative at least 30 days prior to the date when the Contractor desires the Employer's Representative's consent. In the event the Employer's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents."

#### **"Technical Alternative and Completion Time"**

The Employer shall indicate in this section if technical or completion date alternative is allowed and where technical alternative is allowed the Employer shall also indicate the sections where such alternatives are allowed. Evaluation methodologies for such alternatives shall be contained in Section III.

## PART 3 – Conditions of Contract and Contract Forms

### Section VI - General Conditions of Contract

#### Table of Clauses

<b>A.</b>	<b>General.....</b>	<b>50</b>
1.	Definitions.....	50
2.	Interpretation.....	52
3.	Language and Law.....	53
4.	Project Manager’s Decisions.....	53
5.	Delegation.....	53
6.	Communications.....	53
7.	Subcontracting.....	53
8.	Other Contractors.....	53
9.	Personnel and Equipment.....	54
10.	Employer’s and Contractor’s Risks.....	54
11.	Employer’s Risks.....	54
12.	Contractor’s Risks.....	55
13.	Insurance.....	55
14.	Site Data.....	55
15.	Contractor to Construct the Works.....	55
16.	The Works to Be Completed by the Intended Completion Date.....	56
17.	Approval by the Project Manager.....	56
18.	Safety.....	56
19.	Discoveries.....	56
20.	Possession of the Site.....	56
21.	Access to the Site.....	56
22.	Instructions.....	57
23.	Appointment of the Adjudicator.....	57
24.	Procedure for Disputes.....	57
<b>B.</b>	<b>Time Control.....</b>	<b>58</b>
25.	Program.....	58
26.	Extension of the Intended Completion Date.....	58
27.	Acceleration.....	59
28.	Delays Ordered by the Project Manager.....	59
29.	Management Meetings.....	59
30.	Early Warning.....	59
<b>C.</b>	<b>Quality Control.....</b>	<b>59</b>
31.	Identifying Defects.....	59
32.	Tests.....	60
33.	Correction of Defects.....	60
34.	Uncorrected Defects.....	60



<b>D. Cost Control.....</b>	<b>60</b>
35. Contract Price.....	60
36. Changes in the Contract Price.....	60
37. Variations.....	61
38. Cash Flow Forecasts.....	61
39. Payment Certificates.....	62
40. Payments.....	62
41. Compensation Events.....	63
42. Tax.....	64
43. Currencies.....	65
44. Price Adjustment.....	65
45. Retention.....	65
46. Liquidated Damages.....	66
47. Bonus.....	66
48. Advance Payment.....	66
49. Securities.....	66
50. Dayworks.....	68
51. Cost of Repairs.....	68
52. Labour Clause.....	68
<b>E. Finishing the Contract.....</b>	<b>69</b>
53. Completion.....	69
54. Taking Over.....	69
55. Final Account.....	69
56. Operating and Maintenance Manuals.....	69
57. Termination.....	70
58. Fraud and Corruption.....	71
59. Payment upon Termination.....	71
60. Property.....	72
61. Release from Performance.....	72

## General Conditions of Contract

### A. General

- 1. Definitions**
- 1.1 Boldface type is used to identify defined terms.
- (a) The Accepted Contract Amount means the amount accepted in the Notification of award for the execution and completion of the Works and the remedying of any defects.
  - (b) The Activity Schedule is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity.
  - (c) The Adjudicator is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
  - (d) Bill of Quantities means the priced and completed Bill of Quantities forming part of the Bid.
  - (e) Compensation Events are those defined in GCC Clause 41 hereunder.
  - (f) The Completion Date is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
  - (g) The Contract is the Contract between the Employer and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
  - (h) The Contractor is the party whose Bid to carry out the Works has been accepted by the Employer.
  - (i) The Contractor's Bid is the completed bidding document submitted by the Contractor to the Employer.
  - (j) The Contract Price is the Accepted Contract Amount stated in the Notification of award and thereafter as adjusted in accordance with the Contract.
  - (k) Days are calendar days; months are calendar months unless otherwise stated.
  - (l) Day works are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
  - (m) A Defect is any part of the Works not completed in accordance with the Contract.
  - (n) The Defects Liability Certificate is the certificate issued

- by Project Manager upon correction of defects by the Contractor.
- (o) The Defects Liability Period is the period **named in the SCC** pursuant to Sub-Clause 33.1 and calculated from the Completion Date.
  - (p) Adjudicator means the single person appointed under Clause 23.
  - (q) Drawings means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Employer in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
  - (r) The Employer is the party who employs the Contractor to carry out the Works, **as specified in the SCC**.
  - (s) Equipment is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
  - (t) "In writing" or "written" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
  - (u) The Initial Contract Price is the Contract Price listed in the Employer's Notification of award.
  - (v) The Intended Completion Date is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
  - (w) Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works.
  - (x) Plant is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
  - (y) The Project Manager is the person **named in the SCC** (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
  - (z) SCC means Special Conditions of Contract
  - (aa) The Site is the area **defined as such in the SCC**.
  - (bb) Site Investigation Reports are those that were included in the bidding documents and are factual and interpretative

reports about the surface and subsurface conditions at the Site.

- (cc) Specification means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- (dd) The Start Date is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- (ee) A Subcontractor is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- (ff) Temporary Works are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- (gg) A Variation is an instruction given by the Project Manager which varies the Works.
- (hh) The Works are what the Contract requires the Contractor to construct, install, and turn over to the Employer, **as defined in the SCC**.

## 2. Interpretation

2.1 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.

2.2 If sectional completion is **specified in the SCC**, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

2.3 The documents forming the Contract shall be interpreted in the following order of priority:

- (a) Agreement,
- (b) Notification of award,
- (c) Contractor's Bid,
- (d) Special Conditions of Contract,
- (e) General Conditions of Contract,
- (f) Specifications,

- (g) Drawings,
  - (h) Bill of Quantities,<sup>2</sup> and
  - (i) any other document **listed in the SCC** as forming part of the Contract.
- 3. Language and Law** 3.1 The language of the Contract must be English and the law governing the Contract is the Law of Namibia.
- 4. Project Manager’s Decisions** 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.
- 5. Delegation** 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.
- 6. Communications** 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing to the addresses **specified in the SCC**. A notice shall be effective only when it is delivered.
- 7. Subcontracting** 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor’s obligations.
- 8. Other Contractors** 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.
-

- 9. Personnel and Equipment**
- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 10. Employer's and Contractor's Risks**
- 10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.
- 11. Employer's Risks**
- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Employer's risks:
- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
    - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
    - (ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.
  - (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Employer's risk except loss or damage due to
- (a) a Defect which existed on the Completion Date,
  - (b) an event occurring before the Completion Date, which was not itself an Employer's risk, or
  - (c) the activities of the Contractor on the Site after the

## Completion Date.

- 12. Contractor's Risks** 12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.
- 13. Insurance** 13.1 The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
- (a) loss of or damage to the Works, Plant, and Materials;
  - (b) loss of or damage to Equipment;
  - (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
  - (d) personal injury or death.
- 13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval within 21 days after issue of notification of award. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 13.3 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 13.4 Alterations to the terms of insurance shall not be made without the approval of the Project Manager.
- 13.5 Both parties shall comply with any conditions of the insurance policies.
- 13.6 The policies which are in the joint names of the Contractor and the Employer shall contain a clause to include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Employer.
- 14. Site Data** 14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.
- 15. Contractor to** 15.1 The Contractor shall construct and install the Works in

- Construct the Works** accordance with the Specifications and Drawings.
- 16. The Works to Be Completed by the Intended Completion Date**
- 16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.
- 17. Approval by the Project Manager**
- 17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.
- 17.2 The Contractor shall be responsible for design of Temporary Works.
- 17.3 The Project Manager’s approval shall not alter the Contractor’s responsibility for design of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.
- 18. Safety**
- 18.1 The Contractor shall be responsible for the safety of all activities on the Site.
- 19. Discoveries**
- 19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager’s instructions for dealing with them.
- 20. Possession of the Site**
- 20.1 The Employer shall, after receiving the Performance security, the insurance covers and the Program for the Works all as per requirements, give possession of all parts of the Site to the Contractor within thirty days for execution of works in accordance to the Program for the Works. If possession of a part is not given by the date **stated in the SCC**, the Employer shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.
- 21. Access to the Site**
- 21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.



- 22. Instructions**
- 22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.
- 22.2 The Contractor shall permit persons appointed by the Employer to inspect the Site and/or the accounts and records of the Contractor and its sub-contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Employer if required by the Employer. The Contractor's attention is drawn to Sub-Clause 57.1 which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under Sub-Clause 22.2 constitute a prohibited practice subject to contract termination.
- 23. Appointment of the Adjudicator**
- 23.1 The Adjudicator shall be appointed jointly by the Employer and the Contractor, at the time of the Employer's issuance of the Notification of award. If, in the notification of award, the Employer does not agree on the appointment of the Adjudicator, the Employer will request the Appointing Authority **designated in the SCC**, to appoint the Adjudicator within 14 days of receipt of such request.
- 23.2 Should the Adjudicator resign or die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator shall be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 30 days of receipt of such request.
- 24. Procedure for Disputes**
- 24.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 15 days of the notification of the Project Manager's decision.
- 24.2 The Adjudicator shall give a decision in writing within 30 days of receipt of a notification of a dispute.
- 24.3 The Adjudicator shall be paid by the hour at the **rate specified in the SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within thirty (30) days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above thirty (30) days, the Adjudicator's decision shall be final and binding.

- 24.4 The arbitration shall be conducted in accordance with the arbitration procedures published by the institution named and in the place specified **in the SCC**.

### **B. Time Control**

#### **25. Program**

- 25.1 Within the time **stated in the SCC**, after the date of the Notification of award, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.
- 25.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 25.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period **stated in the SCC**. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount **stated in the SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 15 days of being instructed to by the Project Manager.
- 25.4 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

#### **26. Extension of the Intended Completion Date**

- 26.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event(as defined in GCC 41) occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
- 26.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

- 27. Acceleration**
- 27.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Employer and the Contractor.
- 27.2 If the Contractor's priced proposals for acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.
- 28. Delays Ordered by the Project Manager**
- 28.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.
- 29. Management Meetings**
- 29.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 29.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.
- 30. Early Warning**
- 30.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 30.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

### C. Quality Control

- 31. Identifying Defects**
- 31.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project

Manager considers may have a Defect.

- 32. Tests** 32.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.
- 33. Correction of Defects** 33.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is **defined in the SCC**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 33.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.
- 34. Uncorrected Defects** 34.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

#### **D. Cost Control**

- 35. Contract Price** 35.1 In the case of an admeasurement contract, the Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.
- 35.2 In the case of a lump sum contract, the Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to prepare interim valuations of works done.
- Any errors or inconsistencies including front loading detected in the Activity Schedule at any time during the execution of the project shall be resolved as directed as by the Project Manager.
- 36. Changes in the Contract Price** 36.1 In the case of an admeasurement contract:
- (a) If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change.
- (b) The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of

the Employer.

- (c) If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

36.2 In the case of a lump sum contract, the Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

### **37. Variations**

37.1 All Variations shall be included in updated Programs, and, in the case of a lump sum contract, also in the Activity Schedule, produced by the Contractor.

37.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

37.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

37.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

37.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

37.6 In the case of an admeasurement contract, if the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 38.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.

### **38. Cash Flow Forecasts**

38.1 When the Program, or, in the case of a lump sum contract, the Activity Schedule, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

**39. Payment  
Certificates**

- 39.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 39.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 39.3 The value of work executed shall be determined by the Project Manager.
- 39.4 The value of work executed shall comprise:
- (a) In the case of an admeasurement contract, the value of the quantities of work in the Bill of Quantities that have been completed; or
  - (b) In the case of a lump sum contract, the value of work executed shall comprise the value of completed activities in the Activity Schedule.
- 39.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 39.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 39.7 Unless **otherwise specified in the SCC** Interim Payment may be made for Plant and Material delivered on site ready for incorporation within reasonable period of time in the permanent works, subject to the Contractor transferring ownership to the Employer and providing, where applicable, the right of the transfer of ownership vested upon the Contractor by its supplier.

Notwithstanding the transfer of ownership the responsibility for care and custody thereof together with the risk of loss or damage thereto shall remain with the Contractor until taking over of the works or part thereof in which such Plant and Materials are incorporated and shall make good at its own cost any loss or damage that may occur to the works or part thereof from any cause whatsoever during such period prior to the taking over.

**40. Payments**

- 40.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest at the

legal rate.

- 40.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 40.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions to the Contract Price.
- 40.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

**41. Compensation  
Events**

- 41.1 The following shall be Compensation Events:
- (a) The Employer does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
  - (b) The Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
  - (c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
  - (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
  - (e) The Project Manager unreasonably does not approve a subcontract to be let.
  - (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Notification of award from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
  - (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
  - (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.

- (i) The advance payment is delayed.
- (j) The effects on the Contractor of any of the Employer's Risks.
- (k) The Project Manager unreasonably delays issuing a Certificate of Completion.
- (l) In situations of Force Majeure which makes the contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. Such events shall be limited to:
  - (a) reason of any exceptionally adverse weather conditions (as specified in the BDS) and
  - (b) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works.

41.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

41.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

41.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

## **42. Tax**

42.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change



in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

#### 43. Currencies

43.1 Where payments are made in currencies other than the currency of the Employer's country **specified in the SCC**, the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor's Bid.

#### 44. Price Adjustment

44.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c \text{ Imc/Ioc}$$

where:

$P_c$  is the adjustment factor for the portion of the Contract Price payable in a specific currency "c."

$A_c$  and  $B_c$  are coefficients<sup>3</sup> **specified in the SCC**, representing the nonadjustable and adjustable portions, respectively, of the Contract Price payable in that specific currency "c;" and

$\text{Imc}$  is the index prevailing at the end of the month being invoiced and  $\text{Ioc}$  is the index prevailing 28 days before Bid opening for inputs payable; both in the specific currency "c."

44.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

#### 45. Retention

45.1 The Employer shall retain from each payment due to the Contractor the proportion **stated in the SCC** until Completion of the whole of the Works.

45.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on

demand” Bank guarantee.

- 46. Liquidated Damages**
- 46.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.
- 46.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 40.1.
- 47. Bonus**
- 47.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.
- 48. Advance Payment**
- 48.1 The Employer shall make advance payment to the Contractor of the amounts **stated in the SCC** by the date **stated in the SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.
- 48.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.
- 48.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.
- 49. Securities**
- 49.1 The Performance Security shall be provided to the Employer no

later than the date specified in the Notification of award and shall be issued in an amount **specified in the SCC**, by a bank and denominated in the Namibian Dollars. The Performance Security shall be valid until a date 30 days from the date of issue of the Certificate of Completion in the case of a Bank Guarantee.

49.2 (a) Where the contractor has benefitted from the application of the Margin of Preference for employment of local manpower, it shall:

(i) in the execution of the contract, fulfill its obligation of maintaining local manpower force for 80 % or more of the man-days deployed in the execution of the Works with which it satisfied the criteria of eligibility for being awarded the contract in application of the Margin of Preference; and

(ii) Concurrently with the above performance security, provide a preference security to guarantee it will fulfill its obligation in that respect.

(b) For contracts above N\$ 5 M, the preference security shall be in the form of an “on demand” bank guarantee for an amount in a convertible currency equivalent to the difference between its bid price and the bid price of the lowest bid if the Margin of Preference was not applicable. It shall be issued by a commercial bank located in the Republic of [Insert name of country].

(c) For contracts up to N\$ 5 M, an amount equal to the value of the preference security shall be retained from progressive payments to the contractor, to constitute the guarantee for the preference security.

(d) The preference security shall be valid until the Contractor has completed the Works and a Completion Certificate has been issued by the Employer’s Representative as per GCC 53.

(e) The cost of providing the security shall be borne by the Contractor.

49.3 Where a Preference Security is applicable:

(i) the Employer’s Representative shall monitor the employment of local manpower throughout the execution of the contract and shall from time to time request a report from the contractor on the percentage of total men-days deployed using local manpower.

(ii) the Contractor shall submit the local manpower employment reports as often as it is reasonably requested by the Employer’s

Representative.

- (iii) the Employer's and Contractor's representatives shall consult each other to ensure that the Contractor's obligation towards local manpower employment is met during the Works execution.
- (iv) At the time of works completion, the Contractor shall submit a certified audited report to the Employer to substantiate the actual percentage of local manpower employed throughout the execution of the works.
- (v) The preference security shall be forfeited by the employer in case of failure on the part of the contractor to employ at least 80% of the local manpower in the execution of the Works.

## **50. Dayworks**

- 50.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 50.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.
- 50.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

## **51. Cost of Repairs**

- 51.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

## **52. Labour Clause**

- 52.1 (a) The rates of remuneration and other conditions of work of the employees of the Contractor shall not be less favorable than those established for work of the same character in the trade concerned-
- (i) by collective agreement applying to a substantial proportion of the workers and employers in the trade concerned;
  - (ii) by arbitration awards; or
  - (iii) by Remuneration Regulations made under the Labour Act, 2007.
- (b) Where remuneration and conditions of work are not regulated in a manner referred to at (a) above, the rates of the remuneration and other conditions of work shall be not less favourable than the general level observed in the trade in which the contractor is engaged by employers whose

general circumstances are similar.

52.2 No Contractor shall be entitled to any payment in respect of work performed in the execution of the contract unless he has, together with his claim for payment, filed a certificate:

(a) stating the rates of remuneration and hours of work of the various categories of employees employed in the execution of the contracts;

(b) stating whether any remuneration payable in respect of work done is due;

(c) containing such other information as the Chief Executive Officer of the Public Body administering the contract may require to satisfy himself that the provisions under this clause have been complied with.

52.3 Where the Chief Executive Officer of the Public Entity administering the contract is satisfied that remuneration is still due to an employee employed under this contract at the time the claim for payment is filed under subsection *N/A* he may, unless the remuneration is sooner paid by the Contractor, arrange for the payment of the remuneration out of the money payable under this contract.

52.4 Every Contractor shall display a copy of this clause of the contract at the place at which the work required by the contract is performed.

#### **E. Finishing the Contract**

**53. Completion** 53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

**54. Taking Over** 54.1 The Employer shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

**55. Final Account** 55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 60 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 60 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

**56. Operating and** 56.1 If "as built" Drawings and/or operating and maintenance manuals

- Maintenance Manuals** are required, the Contractor shall supply them by the dates **stated in the SCC**.
- 56.2 If the Contractor does not supply the Drawings and/or manuals by the dates **stated in the SCC** pursuant to GCC Sub-Clause 55.1, or they do not receive the Project Manager’s approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.
- 57. Termination**
- 57.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:
- (a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
  - (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
  - (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
  - (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 60 days of the date of the Project Manager’s certificate;
  - (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
  - (f) the Contractor does not maintain a Security, which is required;
  - (g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
  - (h) if the Contractor, in the judgment of the Employer, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract, pursuant to GCC Clause 57.1.
- 57.3 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.
- 57.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

57.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **58. Fraud and Corruption**

58.1 If the Employer determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 15 days' notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site, and the provisions of Clause 57 shall apply as if such expulsion had been made under Sub-Clause 57.5 [Termination by Employer].

58.2 Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with Clause 9.

58.3 For the purposes of this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) "obstructive practice" is
  - (a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - (b) acts intended to materially impede the exercise of an inspection and audit rights provided for under Sub-Clause 22.2.

**59. Payment upon** 59.1 If the Contract is terminated because of a fundamental breach of

**Termination**

Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as **indicated in the SCC**. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.

59.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

**60. Property**

60.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer if the Contract is terminated because of the Contractor's default.

**61. Release from Performance**

61.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.



## Section VII. Special Conditions of Contract

**These clauses should be read in conjunction with the General Conditions of Contract**

<b>A. General</b>	
<b>GCC 1.1 (r)</b>	The Employer is Omusati Regional Council, Private Bag 523 Outapi, Erf 1080 Namaungu Street.
<b>GCC 1.1 (v)</b>	The Intended Completion Date for the whole of the Works shall be the <b>90 working days</b> from the commencement date.
<b>GCC 1.1 (y)</b>	The Project Manager is Salom Ngesheya/Teofilus Shigwedha, Private Bag 523 Outapi, Erf 1080 Namaungu Street.
<b>GCC 1.1 (aa)</b>	The Site is located at <b>Ombyarundu Primary School in Ruacana Circuit.</b>
<b>GCC 1.1 (dd)</b>	The Start Date shall be <b>communicated to the successful Bidder.</b>
<b>GCC 1.1 (hh)</b>	The Works consist of the <b>Construction of Ablution facility (5 seats) &amp; Fencing of the schoolyard at Ombyarundu Primary School in Ruacana Circuit.</b>
<b>GCC 2.2</b>	Sectional Completions <b>will be communicated to the successful Bidder during the site handover.</b>
<b>GCC 2.3</b>	The following documents also form part of the Contract: Notification of Award Letter, Acceptance Letter by the Contractor and Work Schedule
<b>GCC 5.1</b>	The Project manager may delegate any of his duties and responsibilities
<b>GCC 6.1</b>	<p>Delivery address for notices is:</p> <p>Employer: Omusati Regional Council, Private Bag 523 Outapi, Erf 1080, Namaungu Street, Outapi</p> <p>Contractor: .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<b>GCC 8.1</b>	The contractor is not expected to share the site with other contractors
<b>GCC 13.1</b>	The contractor is not expected to provided insurance cover
<b>GCC 14.1</b>	Site Data are <b>Construction of Ablution facility (5 seats) &amp; Fencing of the schoolyard at Ombyarundu Primary School in Ruacana Circuit</b>
<b>GCC 20.1</b>	The Site Possession Date(s) shall be <b>communicated to the successful Bidder.</b>

<b>GCC 23.1 &amp; GCC 23.2</b>	No Adjudicator shall be appointed for this Contract.
<b>GCC 24.</b>	<p>In case a dispute of any kind arises between the Employer and the Contractor in connection with, or arising out of, the contract or the execution of works or after completion of works and whether before or after repudiation or other termination of Contract, including any dispute as to any opinion, instruction, determination, certificate or valuation of the Employer's Representative, the matter in dispute shall, in the first place, be referred in writing to the employer's representative, with a copy to the other party.</p> <p>The Employer and the Contractor shall make every effort to resolve the dispute amicably by direct informal negotiation. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Public Entity or the Contractor may give notice to the other party of its intention to refer the matter to: commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.</p>
<b>GCC 24.3</b>	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator are not applicable.
<b>GCC 24.4</b>	Not Applicable
<b>B. Time Control</b>	
<b>GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within 5 days from the date of the Notification of award
<b>GCC 25.3</b>	The period between Program updates is 15 days.
<b>C. Quality Control</b>	
<b>GCC 33.1</b>	Defects Liability Period is 365 calendar days
<b>GCC 39.7</b>	Interim Payment for Plant and Material on site is not applicable.
<b>D. Cost Control</b>	
<b>GCC 41.1 (l)</b>	No weather conditions might be experienced or forecast at a site
<b>GCC 43.1</b>	The currency of the Employer's country is Namibian Dollars
<b>GCC 44.1</b>	The Contract is subjected to price adjustment in accordance with GCC Clause 44, but only when it is initiated by Omusati Regional Council
<b>GCC 45.1</b>	5% of the contract payment will be retained from each payment made to the contractor. Payment of retention will only be paid after 365 calendar days and claiming of retention will only be valid within 365 calendar days of the next financial year.
<b>GCC 46.1</b>	The liquidated damages for the whole of the Works are 2% per week. The maximum amount of liquidated damages for the whole of the Works is 6 x 2 x maximum of contract price (N\$).

<b>GCC 48.1</b>	There is no Advance Payments for this contract
<b>GCC 49.1</b>	The bidder is <b>NOT</b> required to provide the Performance Security.
<b>E. Finishing the Contract</b>	
<b>GCC 55.1</b>	The Contractor is not required to provide the “as built” Drawings and/or operating and maintenance manuals
<b>GCC 55.2</b>	The Employer will not withhold any amount resulting from the Contractor failing to produce “as built” drawings and/or operating and maintenance manuals as per GCC 58.1
<b>GCC 56.1</b>	The Employer will not require operating and maintenance manuals to be supplied by the contractor
<b>GCC 56.1</b>	The Employer will not withhold any amount resulting from the Contractor not providing the maintenance and operation manuals
<b>GCC 57.2 (g)</b>	The maximum number of days is 42 working days for which the maximum amount of liquidated damages can be paid.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is <b>10%</b>

**Section VIII - Contract Forms**

**Table of Forms**

**Contract Agreement .....77**  
**Invitation for Bids.....79**

## Contract Agreement

THIS AGREEMENT made on the . . . . .day of . . . . .20.....  
 between.....(hereinafter“the Employer”),  
 of the one part,  
 and.....(hereinafter “the  
 Contractor”), of the other part:

WHEREAS the Employer desires that the Works known as . . . . .  
 .....  
 should be executed by the Contractor, and has accepted a Bid by the Contractor for the  
 execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - (a) the Notification of award
  - (b) the Bid
  - (c) the Addenda Nos . . . .
  - (d) the Appendix to the General Conditions of Contract
  - (e) the General Conditions of Contract;
  - (f) the Specification
  - (g) the Drawings; and
  - (h) the completed Schedules,
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

---

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: \_\_\_\_\_  
for and on behalf of the Employer

Signed by: \_\_\_\_\_  
for and on behalf the Contractor

in the  
presence of: \_\_\_\_\_  
Witness, Name, Signature, Address,  
Date

in the  
presence of: \_\_\_\_\_  
Witness, Name, Signature, Address, Date

---

**Invitation for Bids (IFB)**  
**to**  
**Procure the Construction of Ablution facility (5 seats) & Fencing of the schoolyard at Ombyarundu Primary School in Ruacana Circuit W/ONB/ORC-10/2022/23**

1. Bids are invited through Open National Bidding (ONB) procedures for the **procurement of Construction of ablution facility (5 seats) & Fencing of the schoolyard at Ombyarundu Primary School in Ruacana Circuit**, invitation is open to all Namibian bidders.
2. Interested eligible bidders may obtain further information from Omusati Regional Council, Erf 1080, Namaungu Street, Outapi, Facsimile number: 065-251078, email: [pmuqueries@omusatirc.gov.na](mailto:pmuqueries@omusatirc.gov.na) and inspect the Bidding Documents at the address given below from 08:00 – 17:00.
3. A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of N\$100.00. The method of payment will be cash or bank transfer at Account Name: Omusati Regional Council, Bank: Bank Windhoek, Account Number: 3000283933, Branch Name: Outapi, Branch Code: 484173. The Bidding Documents will be hand delivered at Omusati Regional Council, Registry Office in the bid box.
4. Bids must be delivered on or before **14 April 2023** at 11:00. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at 11:00 on **14 April 2023**. All bids must be accompanied by a "Bid-Securing Declaration".
5. The address referred to above is Mr. Erwin Kamati, Omusati Regional Council, Erf 1080, Namaungu Street, Outapi, Namibia, Facsimile number: 065-251078.
6. Please prepare and submit your bidding document in accordance with the instructions given.