



KHOMAS REGIONAL COUNCIL

REQUEST FOR SEALED QUOTATIONS: WORKS

Procurement Reference No: W/RFQ/KRC-01/2024/2025

**RENOVATION TO VARIOUS POLICE CELLS
IN KHOMAS REGION**

BIDDER NAME:	
BIDDER AMOUNT (LOT1) (VAT EXCLUSIVE):	
BIDDER AMOUNT (LOT1) (VAT INCLUSIVE):	
BIDDER AMOUNT (LOT2) (VAT EXCLUSIVE):	
BIDDER AMOUNT (LOT2) (VAT INCLUSIVE):	
CLOSING DATE OF BIDS:	8 May 2024

**DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER
MUST BE DEPOSITED IN THE BID BOX AT THE KHOMAS REGIONAL COUNCIL.**



KHOMAS REGIONAL COUNCIL

Tel. No. (061) 292 4400
Fax No. (061) 220317

Pullman Street No. 6688
P. O. Box 3379
WINDHOEK

Our Ref: _____

Your Ref: _____

Enquiries: Mr P.T.N Amalwa

Letter of Invitation

Procurement Reference No: W/RFQ/KRC-01/2024/2025

Dear Sir/Madam,

SUBJECT: RENOVATION OF VARIOUS POLICE CELLS IN THE KHOMAS REGION.

The Khomas Regional Council invites you to submit your best bid for the works described in detail here attached. Any resulting contract shall be subject to the terms and conditions referred to in the document.

All Queries if any, should be addressed to Mr P Amalwa at Tel: 061 292 4399 or email at krc.pum@khomasrc.gov.na

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

Mr P.T.N Amalwa: Head of PMU
KHOMAS REGIONAL COUNCIL



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Khomas Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

The quotation validity period shall be 1 month from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original or valid certified copy good Standing Tax Certificate;
- (c) have an original valid or certified copy good Standing Social Security Certificate;
- (d) 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit a signed Bid Securing Declaration
- (g) 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.
- (h) Bidders attach Qualification for a Brick layer, a national Diploma in Civil Level 3 from NQA accredited institutions
- (i) Bidders attach Qualification for an Electrician, a national Diploma in Electrical Level 3 from NQA an accredited institution.
- (j) Bidders must have a track record in the work required i.e. Civil Work (Please attach proof of experiences in terms of Completion certificates)
- (k) Bidders should attach a program of work in a form of a Ghant Chart

Note: Bidders may bid for all the LOTS, however; KRC reserve the right to award only one (1) LOT per bidder.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be one month after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Khomas Regional Council, Pullman Street No 6688, Windhoek North, not later than **8 May 2024, at 12h00**. Quotations by post or hand delivered should reach Khomas Regional Council, Pullman Street No 6688, and Windhoek North by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Khomas Regional Council immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Khomas Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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

NB: Only bidders that quoted between the range of 10% above and 10% below the estimated value of the procurement as validated by the financial certificate are eligible for awards!

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

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

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

13. Margin of Preference

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

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to	Khomas Regional Council
Procurement Reference Number:	W/RFQ/KRC-01/2024/2025
Subject matter of Procurement:	

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

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

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

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

The validity period of our Quotation is **180 days** from the date of the bid submission deadline.

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

Works will commence within **7 days** from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed **within 90 days** from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

BID SECURING DECLARATION

**(Section 45 of Act)
(Regulation 37(1) (b) and 37(5))**

Date:

Procurement Ref No.: W/RFQ/KRC-01/2024/2025

To: Khomas Regional Council

Pullman Street 6688

Windhoek North

Windhoek

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____

[insert date of signing]

Corporate Seal (where appropriate)

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

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



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:

Registration Number:.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative
of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply

fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Khomas Regional Council without qualifying or conditioning their quotations. 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 quotations be ensured, and the subsequent task of quotation 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 Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Khomas Regional Council to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, 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. 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.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The required works includes but not limited to plumbing, painting and electrical repair.

Lot1

1. Renovation of Seeis Police Station & holding cell
2. Minor Renovation at Seeis Charge office
3. Minor Renovation at Seeis big Barracks & House
4. Minor Renovation at Hosea Kutako Airport Police Station

Lot 2

1. Renovation at Wanaheda Police Station
2. Renovation at Windhoek Police Station
3. Renovation at Otjomuise Police Station

Note: Bidders may bid for all the LOTS, however; KRC reserve the right to award only one (1) LOT per bidder.

B. DRAWINGS

N/A

SECTION IV: PRICED ACTIVITY SCHEDULE**PROCUREMENT REFERENCE NUMBER: W/RFQ/KRC-01/2024/2025****LOT 1**

BILL OF QUANTITIES (LOT 1)					
Minor Renovations at – Hosea Kutako airport police station					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	DEMOLITIONS AND ALTERATIONS				
	Taking out and removing pipework, inclusive of valves, etc				
1	Water supply and waste pipes of differing diameters and pipe types from walls	28.00	m		
	Sealing of existing roofs and flashings				
	EARTHWORKS				
	Excavation in earth not exceeding 1m deep				
2	Trenches and holes	2.00	m ³		
	Earth filling obtained from the excavations and/or prescribed stockpiles on site compacted to 93% Mod AASHTO density				
3	Backfilling to trenches, holes, etc	2.00	m ³		
	FLOOR COVERINGS				
	PLASTERING				
	Screeds wood floated or steel trowelled on concrete				
4	35mm Thick on floors and landings	150.00	m ²		
	One coat cement plaster wood floated smooth on brick work to				
5	Walls	20	m ²		
	The solar water geysers and panels must be installed by the specialist supplier of the geysers and pannels				
	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				
6	50mm Pipes laid in ground in trenches	6.00	m		
	Extra over HDPE pipes for the following compression fittings				
7	50mm Adaptor coupling	2.00	No		

8	50mm Elbow	2.00	No		
9	50mm Equal tee	1.00	No		
	GLAZING TO STEEL WITH PUTTY				
	EXTERNAL WORKS				
	Security fencing including two coats aluminium paint on metal stays, framing, etc				
10	Security fencing 1800mm high vertically with 600mm long 45° overhang to one side formed of 50mm diameter standards 2500mm long with 600mm overhang cast into and including 300 x 300 x 750mm 20MPa concrete base at average 3m centres, four rows of galvanised straining wires and four rows of 2.5mm galvanised double strand reverse twist barbed wires tied to standards, posts and eye bolts, the 1800mm vertical height covered with 50mm galvanised diamond wire mesh fixed at 300mm centres to each straining wire	35.00	m		
	Section Total				

Minor Renovations at – Seis Charge Office					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	DEMOLITIONS AND ALTERATIONS				
	Taking out and removing pipework, inclusive of valves, etc				
1	Water supply and waste pipes of differing diameters and pipe types from walls	6.00	m		
	Sealing of existing roofs and flashings				
	Repairs to plumbing and drainage installations				
	Repairs to W.C. suites and flushing valves				
2	Replace missing or damaged 50mm flexible rubber cone to wc pan and flush pipe	1.00	No		
3	Replace missing or damaged w.c. pan connector	1.00	No		
4	Replace missing or damaged cistern with new glazed eathernware cistern complete with lid, flushing mechanism and fitments	1.00	No		
5	Replace missing or damaged w.c. seat with new heavy duty double seat and flap	1.00	No		

6	Replace missing or broken w.c. pan with new white glazed earthenware pan	1.00	No		
	PAINTWORK				
	Clean down and prepare and one coat acrylic PVA paint				
7	On external smooth plastered walls	180.00	m ²		
	Clean down and prepare one coat gloss enamel paint				
8	On door frames balustrades, etc. (both sides measured flat)	7.00	m ²		
	On gates, grilles, burglar screens, balustrades, etc. (both side measured flat)	18	m ²		
	Clean down and prepare and one coat matt enamel paint				
9	On flush doors	13.00	m ²		
10	Extra for additional one coat of paint	13.00	m ²		
	EARTHWORKS				
	Excavation in earth not exceeding 1m deep				
11	Trenches and holes	2.00	m ³		
	Earth filling obtained from the excavations and/or prescribed stock piles on site compacted to 93% Mod AASHTO density				
12	Backfilling to trenches, holes, etc	2.00	m ³		
	WALL TILING				
	PLUMBING AND DRAINAGE				
	Chrome plated brass taps and sundries				
13	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	3.00	No		
	Section Total				

Repair on plumbing at – Sees big barracks					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	DEMOLITIONS AND ALTERATIONS				
1	Electric geyser of differing sizes from wall	1.00	No		
	Sealing of existing roofs and flashings				
	REPAIRS TO PLUMBING AND DRAINAGE INSTALLATIONS				
	Repairs to w.c. suites and flushing valves				
2	Replace missing or damaged beta valve flush unit complete with ball valve and plastic float to w.c. cistern	5.00	No		

3	Replace missing or damaged w.c. seat with new heavy duty double seat and flap	5.00	No		
	Clean out blockage in manholes, catch pits, etc				
	CUTTING THROUGH EXISTING WALLS AND FINISHES, ETC AND MAKING GOOD				
4	Cut chase in existing brick wall for pipe and make good plaster and paint	48.00	m		
	PAINTWORK				
	Clean down and prepare and one coat Acrylic PVA paint				
5	On external smooth plastered walls	0.50	m ²		
	WALL TILING				
	200×200×5mm white glazed ceramic wall tiles to				
6	Walls	0.50	m ²		
	PLUMBING AND DRAINAGE				
	Stainless steel				
7	Single end bowl inset sink and drainer unit size 900×500mm	2.00	No		
	uPVC				
8	32mm Bottle trap including tailpipe and wall flange	2.00	No		
9	Spazio No 2 plumbing kit complete with waste fittings	1.00	No		
	Gate valves, strainers, etc				
10	15mm Brass fullway ballcock with handle	1.00	No		
11	20mm Brass fullway ballcock with handle	2.00	No		
	Vacuum breakers, relief valves, etc				
12	20mm Vacuum breaker	2.00	No		
13	20mm 'Masterflo' 200KPa pressure reducing valve with strainer and integral non-return valve	1.00	No		
	Chrome plated brass taps and sundries				
14	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	11.00	No		
15	20mm Toilet bib tap	12.00	No		
16	15mm Raised nose pillar tap outlet	8.00	No		
17	15mm wall type sink mixer overarm swivel outlet	1.00	No		
18	15mm shower arm with cover plate	1.00	No		
	Special valves and fittings				

19	20mm FJ6.000CP 'Flushmaster Econoflush' exposed toilet flush valve complete with flush pipe	2.00	No		
	Hot water geyser to 600Kpa				
20	100Liter Geyser for horizontal or vertical installation	1.00	No		
	The solar water geyser and panels must be installed by the specialist supplier of the geyser and panels				
	Hard drawn thin walled class 0 Copper pipes to SABS 460 including all straight joints and connectors				
21	15mm Pipe fixed or chased into walls	4.00	m		
22	22mm Pipe fixed or chased into walls	2.00	m		
	Extra over class 0 Copper pipes for brass capillary fittings				
23	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	25.00	No		
24	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	6.00	No		
25	uPVC soil, waste and vent pipes including all straight joints and connectors	2.00	m		
	Extra over uPVC pipes for fittings				
26	50mm Access bend	2.00	No		
	GLAZING TO STEEL WITH PUTTY				
27	Panes exceeding 0.1m ² and not exceeding 0.5m ²	2.50	m ²		
	4mm Common obscure glass				
28	Panes exceeding 0.5 m ² and not exceeding 2 m ²	0.50	m ²		
	Section Total				

Repair on plumbing at – Seis House 1

No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	Sealing of existing roofs and flashings				
1	Seal all holes and roofing screws, etc in galvanised roof sheeting and leave watertight (measured on flat to affected roof area on slope)	100	m ²		
	Softboard ceilings				

	Replace damaged or missing ceiling board or panel with new 12mm softboard ceiling board in repairs in isolated areas fixed to underside of existing brandering, including neat chamfered joint of new to existing	18	m ²		
	Repairs to plumbing and drainage installations				
2	Replace missing or damaged beta valve flush unit complete with ball valve and plastic float to w.c. cistern	2.00	No		
3	Replace missing or damaged w.c.seat with new heavy duty double seat and flap	2.00	No		
	Clean out blockage in manholes, catch pits, etc				
	CUTTING THROUGH EXISTING WALLS AND FINISHES, ETC AND MAKING GOOD				
4	Cut chase in existing brick wall for pipe and make good plaster and paint	5.00	m		
	PAINTWORK				
	Clean down and prepare and one coat eggshell enamel paint				
5	On internal smooth plastered walls and columns	270.00	m ²		
6	Extra for additional one coat of paint	270.00	m ²		
	Clean down and prepare and one coat exterior				
7	On ceilings, including cornices and cover strips	88.00	m ²		
	Clean down and prepare and one coat gloss enamel paint				
8	On door frames	7.00	m ²		
	WALL TILING				
	PLUMBING AND DRAINAGE				
	Gate valves, strainers, etc				
9	15mm Brass fullway ballcock with handle	2.00	No		
	Vacuum breakers, relief valves, etc				
10	20mm vacuum breaker	2.00	No		
11	20mm 'Masterflo' 200KPa pressure reducing valve with strainer and integral non-return valve	1.00	No		
	Chrome plated brass taps and sundries				

12	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	6.00	No		
13	15mm Raised nose pillar tap	4.00	No		
14	20mm Wall type bath mixer	1.00	No		
	The solar water geyser and panels must be installed by the specialist supplier of the geysers and panels				
15	15mm Pipe fixed or chased into walls	4.00	m		
16	22mm Pipe fixed or chased into walls	2.00	m		
	Extra over class copper pipes for brass capillary fittings				
17	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	25.00	No		
18	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	6.00	No		
	GLAZING TO STEEL WITH PUTTY				
19	Panes exceeding 0.1 m ² and not exceeding 0.5 m ²	2.50	m ²		
	4mm Common obscure glass				
20	Panes exceeding 0.5 m ² and not exceeding 2 m ²	0.50	m ²		
	Section Total				

Repair on plumbing at – Seis Holding cells and kitchen

No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	DEMOLITIONS AND ALTERATIONS				
	Breaking up or breaking down and removing brickwork or blockwork				
1	Half brick wall	3.00	m ²		
	Taking out and removing pipework, inclusive of valves, etc				
2	Remove water point set	6.00	No		
	Sealing of existing roofs and flashings				
	Repairs to plumbing and drainage installations				
	Clean out blockage in manholes, catch pits, etc				

	CUTTING THROUGH EXISTING WALLS AND FINISHES, ETC AND MAKING GOOD				
3	Cut chase in existing brick wall for pipe and make good plaster and paint	28.00	m		
	PAINTWORK				
	Clean down and prepare and one coat Acrylic PVA paint				
4	On external smooth plastered walls	23.00	m ²		
	Clean down and prepare and one coat eggshell enamel paint				
5	On internal smooth plastered walls and columns	93.00	m ²		
6	Extra for additional one coat of paint	93.00	m ²		
	BRICK TEST				
	Brickwork of 7MPa cement bricks in class 11 mortar				
7	Half brick wall	0.50 m ²			
	FLOOR COVERINGS				
	PLASTERING				
	One coat cement plaster wood floated smooth on brick work to				
8	Walls	0.50	m ²		
	WALL TILING				
	PLUMBING AND DRAINAGE				
	Stainless steel				
9	W.C.Pan complete	6.00	No		
	Gate valves, strainers, etc				
10	32mm Brass fullway gate valve	1.00	No		
	Chrome plated brass taps and sundries				
11	20mm Toilet bib tap	3.00	No		
12	15mm wall type sink mixer overarm swivel outlet	1.00	No		
13	15mm shower arm with cover plate	1.00	No		
	Section Total				

Repair Lights and Plugs at – Seeis Police Station					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	GENERAL REPAIRS				
	The height of the scaffolding stated includes the ground floor level				
1	Scaffolding to the external face of double storey buildings	8.00	m		
	LOW TENSION DISTRIBUTION				

	Surface mounted to brickwork, concrete, steel, wood, roof members, etc., not exceeding 3000mm above floor level				
	Repairs to plumbing and drainage installations				
2	LED tubes 36WATT	78.00	No		
3	58WATT LED fittings	0.00	No		Rate only
	Right angle box No. 2 three way				
	16Am switches				
4	1 Lever 1 way flush with cover plate	10.00	No		
5	1L Two way complete	5.00	No		
	Daylight switches				
6	24 Hours timers with spring reserve	2.00	No		
	Flush mounted				
7	Double outlet 100×100mm complete with cover	11.00	No		
	Aluminium rod pendant with fluted oval glass with open bottom entry minimum 900mm diameter, suitable for 60w lamps – similar or equal to “BEKA DR-1”				
8	1 Light wall bracket	21.00	No		
	Oval spherical bowl fitting gallery only scewneck 78mm diameter				
9	Ceiling porcelain	10.00	No		
	Round bulkhead fitting with white reflector and clear polycarbonate similar or equal to “UNILUX 7610”				
10	With lampholder – 100w ES fitting complete	13.00	No		
	Complete with lamp including installation but excluding mounting pole, similar or equal to “Beakalux” or “Lascon SL 1”				
11	-125W/MV-E	1.00	No		
	High pressure sodium				
12	100Watt HPS_E	3.00	No		
13	250Watt HPS_E	4.00	No		
	Energy saving bulbs “BC” or “ES”				
14	9Watt	23.00	No		
	Surface Mounted				
	INSTALL STOVE OUTLET POINT				
15	Stove isolator	1.00	No		
	Section Total				
Sub Total					
Contingency @ 10%					
Add VAT 15%					
Grand Total (LOT1)					

LOT 2

BILL OF QUANTITIES (LOT 2)					
REPAIR OF LIGHTS AT – OTJOMUISE POLICE STATION					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	Sealing of existing roofs and flashings				
	Repairs to plumbing and drainage installations				
	Clean out blockage in manholes, catch pits, etc				
	CUTTING THROUGH EXISTING WALLS AND FINISHES, ETC AND MAKING GOOD				
1	Cut chase in existing brick wall for pipe and make good plaster and paint	50.00	m		
	EARTHWORKS				
	30MPa/19mm concrete				
2	Walls	2.00	m ³		
	FLOOR COVERINGS				
	STRUCTURAL STEELWORK				
	Vastrap chequer plate flooring				
3	6-7.6mm plates cut to varying shapes and sizes	4.00	m ²		
	PLUMBING AND DRAINAGE				
	Stainless steel				
4	Floor mounted w.c. pan without slats fixed to floor	8.00	No		
	Polyethylene, duranite, etc				
5	9 Litre high-level duranite w.c. cistern complete with flushing mechanism, flush lever and flush pipe	8.00	No		
	Brass taps				
6	20mm Hose bib tap with hose union	8.00	No		
	Chrome plated brass taps and sundries				
7	20mm underwall pattern stop tap with cover plate	8.00	No		
	The solar water geyser and panels must be installed by the specialist supplier of the geysers and panels				

	Hard drawn thin walled class 0 Copper pipes to SABS 460 including all straight and connectors				
8	15mm Pipe fixed or chased into walls	90.00	m		
9	22mm Pipe fixed or chased into walls	50.00	m		
	Extra over class 0 copper pipes for brass capillary fittings				
10	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	65.00	No		
14	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	30.00	No		
	Section Total				

Repair Lights and Plugs at – Otjomuise Police Station					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	The height of the scaffolding stated includes the ground floor level				
	Scaffolding to the external face of double storey buildings	8.00	M		
	low tension distribution				
	Cast in concrete, surface Bed or screed				
	20mm diameter	60.00	M		
	RIGID PVC CONDUCT				
	Cast in concrete, surface bed or screed				
	20mm diameter	20.00	M		
	Surface mounted to brickwork, concrete, steel, wood, roof members, etc., not exceeding 3000mm above floor level				
	FLOODLIGHTS LED 100 WATTS	10.00	No		
	FLOODLIGHTS LED 100 WATTS	10.00	No		
	Surfix cables installed				

	2.5mm ² surfix cable 2 core + Earth	60.00	M		
	Section Total				

REPAIR OF PLUMBING AT – WINDHOEK POLICE STATION

No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	Sealing of existing roofs and flashings				
	Repairs to plumbing and drainage installations				
	Clean out blockage in manholes, catch pits, etc				
	CUTTING THROUGH EXISTING WALLS AND FINISHES, ETC AND MAKING GOOD				
1	Cut chase in existing brick wall for pipe and make good plaster and paint	59.00	m		
	FLOOR COVERINGS				
	IRONMONGERY				
	CATCHES, CABIN HOOKS, ETC				
2	Single roller catch	4.00	No		
	STRUCTURAL STEELWORK				
	Bolts, etc				
3	M8 ×100mm expanding bolts with nuts and washers	38.00	No		
	WALL TILING				
	PLUMBING AND DRAINAGE				
	Stainless steel				
4	Floor mounted w.c. pan without slats fixed to floor	10.00	No		
	Polyethylene, duranite, etc				
5	9 Litre high-level duranite w.c. cistern complete with flushing mechanism, flush lever and flush pipe	10.00	No		
	Brass taps				
6	20mm Hose bib tap with hose union	10.00	No		
	Chrome plated brass taps and sundries				
7	20mm underwall pattern stop tap with cover plate	10.00	No		
	The solar water geyser and panels must be installed by the specialist supplier of the geysers and panels				

	Hard drawn thin walled class 0 Copper pipes to SABS 460 including all straight and connectors				
8	15mm Pipe fixed or chased into walls	180.00	m		
9	22mm Pipe fixed or chased into walls	80.00	m		
	Extra over class 0 copper pipes for brass capillary fittings				
14	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	70.00	No		
15	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	30.00	No		
	Section Total				

Repair Lights and Plugs at – Windhoek police station					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	Low Tension Distribution				
	CAST IN CONCRETE, SURFACE BED OR SCREED				
	20mm Diameter	40.00	M		
	Surface mounted to brickwork, concrete, steel, wood, roof members, etc., not exceeding 300mm above floor level				
	58 WATTS LED FITTING	4.00	NO		
	58 WATTS LED TUBE	8.00	NO		
	FLOODLIGHT LED 100 WATTS	15.00	NO		
	FLOODLIGHTS LED 200 WATTS	9.00	NO		
	Surfix cables installed				
	2.5mm ² surfix cable 2 core + each	40.00	M		
	Right angle box no. 2 three way				
	Daylight switches				
	10Amp dimmer switch	6.00	No		
	Section Total				

REPAIR OF PLUMBING AT – WANAHEDA POLICE STATION					
No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	Sealing of existing roofs and flashings				
	Repairs to plumbing and drainage installations				
	Clean out blockage in manholes, catch pits, etc				
	CUTTING THROUGH EXISTING WALLS AND FINISHES, ETC AN MAKING GOOD				
1	Cut chase in existing brick wall for pioe and make good plaster and paint	40.00	m		
	FLOOR COVERINGS				
2	STRUCTURAL STEELWORK				
	Sundry steelwork				
3	Rectagular or square hollow section post or columns	132.00	kg		
	Vastrap chequer plate flooring				
4	6-7.6 mm plates cut to varying shapes and sizes	3.00	m ²		
	Bolts, etc				
5	M8 ×100mm expanding bolts with nuts and washers	30.00	No		
	METALWORK				
	Gates				
6	Single gate leaf size 810 x 2000mm high overall formed of 40 x 40 x 3mm mild steel hollow section frame around and two horizontal intermediate rails and filled in with and including 20 x 20 x 2mm hollow section vertical bars at approximately 70mm centres passed through and welded to the intermediate rails, including two 100mm weld-on type hinges, narrow style double cylinder lock with escutcheons riveted to leaf and a 40 x 5mm mild steel flat gate stop welded on to one stile for the full gate height	1.00	No		
	Wall TILING				
	PLUMBING AND DRAINAGE				
	Stainless steel				
7	Floor mounted w.c. pan without slats fixed to floor	8.00	No		
	Polyethylene, duranite, etc				
8	9 Litre high-level duranite w.c. cistern complete with flushing mechanism, flush lever and flush pipe	8.00	No		
	Brass taps				
9	20mm Hose bib tap with hose union	8.00	No		

	Chrome plated brass taps and sundries				
10	20mm underwall pattern stop tap with cover plate	8.00	No		
	The solar water geyser and panels must be installed by the specialist supplier of the geysers and panels				
	Hard drawn thin-walled class 0 Copper pipes to SABS 460 including all straight and connectors				
11	15mm Pipe fixed or chased into walls	96.00	m		
12	22mm Pipe fixed or chased into walls	48.00	m		
13	42mm Pipe fixed or chased into walls	2.00	m		
	Extra over class 0 copper pipes for brass capillary fittings				
14	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc	64.00	No		
15	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc	40.00	No		
16	42mm Straight adaptor coupling	2.00	No		
	GLAZING TO STEEL WITH PUTTY				
	PAINTWORK				
	One coat primer, one coat undercoat and two coats gloss enamel paint				
17	On gates, grilles, burglar screens, balustrades, etc (both sides measured flat)	20.00	m ²		
	Section Total				

Repair Lights and Plugs at – Wanahenda Police Station

No	Item descriptions	Quantity	Unit	Rate N\$	Amount N\$
	Low tension distribution				
	Cast in Concrete, surface bed or screed				
	20mm diameter	18.00	M		
	36 watts LED fitting	14.00	No		
	36 watts LED tubes	28.00	No		
	Floodlight LED	18.00	No		
	Right angle box No. 2 three way				
	16am switches				
	1 lever 1 eay flush with cover plate	2.00	No		
	Daylight switches				
	10 Amp dimmer switch	3.00	No		
	Flush mounted				
	Double outlet 100 x 50mm complete with cover	1.00	No		
	Galvanised wall boxes for switches or socket				
	100 x50	1.00	No		

	Single pole				
	1-10Amp	1.00	No		
	15 -25Amp	2.00	No		
	Single pole				
	50-63 Amp	1.00	No		
	Single pole				
	Timers 220V				
	24 hours' time, setting with 15minutes intervals	1.00	No		
	Round bulkhead fitting with white reflector and clear polycarbonate similar or equal to "UNILUX 7610"				
	With lampholder – 100w ES fitting complete	20.00	No		
	Complete with lamp including installation but excluding mounting pole, similar or equal to "beakalu" or "Lascon SL1"				
	-80w/MV-E	15.00	No		
	Energy saving bulbs "BC" or "ES"				
	24watt	30.00	No		
	Section Total				
			Sub Total		
			Contingency @ 10%		
			Add VAT 15%		
			Grand Total (LOT2)		

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEETProcurement Reference Number: **W/RFQ/KRC-01/2024/2025**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	<p style="text-align: center;">LOT1</p> <ol style="list-style-type: none"> 1. Renovation of Seeis Police Station & holding cell 2. Minor Renovation at Seeis Charge office 3. Minor Renovation at Seeis big Barracks & House 4. Minor Renovation at Hosea Kutako Airport Police Station 		
2	<p style="text-align: center;">LOT2</p> <ol style="list-style-type: none"> 1. Renovation at Wanaheda Police Station 2. Renovation at Windhoek Police Station 3. Renovation at Otjomuise Police Station 		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/KRC-01/2024/2025

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Khomas Regional Council
Intended Completion Date GCC	The intended completion date is: 30 August 2024 Based on the nature of work, the Bidders are encouraged to complete at least within 12 weeks after the acceptance of award.
Project Manager GCC 1.1(y)	The Project Manager is: David Andreas Deputy Director: Technical Services
Site GCC 1.1(aa)	Seeis Police Station. Hoses Kutako Airport Police, Windhoek Police Station, Otjomuise Police Station, and Wanaheda Police Station
Start Date GCC 1.1(dd)	The Start Date shall be: May 2024
The Works GCC 1.1(hh)	The Works consist of: LOT1 <ol style="list-style-type: none"> 1. Renovation of Seeis Police Station & holding cell 2. Minor Renovation at Seeis Charge office 3. Minor Renovation at Seeis big Barracks & House 4. Minor Renovation at Hosea Kutako Airport Police Station LOT2 <ol style="list-style-type: none"> 1. Renovation at Wanaheda Police Station 2. Renovation at Windhoek Police Station 3. Renovation at Otjomuise Police Station
Interpretation GCC 2.2	The following additional documents shall form part of the contract
Interpretation GCC2.3	N/A
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
GCC 3.1	
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: Khomas Regional Council Pullman Street 6688 Windhoek North Windhoek Bidding Document For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc.)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the</p>

GCC Clause Reference	Special Conditions
	Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Date GCC 14.1	The contractor shall be deemed to have examined any Site Data supplemented by any information available to the Contractor.
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within seven (7) days of accepting off Purchase Order and/Award Letter
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 6 months
Payment Certificates GCC 39.7	"A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	<ul style="list-style-type: none"> (a) Reason of any exceptionally adverse weather conditions such as heavy rains, storms, floods, etc. (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. (c) Any direct impact that the Novel Corona Virus (Covid-19) will have on the project progress or 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.
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.

GCC Clause Reference	Special Conditions
Retention GCC 45.	N/A
Bonus GCC 46.	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 47	(i) No advance payment shall be made*
GCC 48	"As built" drawings or operating and maintenance manuals [<i>insert are or are not</i>] required.

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: W/RFQ/KRC-01/2024/2025

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing declaration		
Proof of experience		
Qualifications of a brick layer & Electrician		
a valid certified copy company Registration Certificate;		
an original or valid certified copy good Standing Tax Certificate;		
an original valid or certified copy good Standing Social Security Certificate		
have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*