



Ministry of Mines & Energy

**MINISTRY OF MINES AND ENERGY
PROCUREMENT MANAGEMENT UNIT (PMU)**

**Request for Sealed Quotations
for
ELECTRIFICATION OF GOVERNMENT BUILDINGS IN
OMUSATI REGION FOR 2023/2024 FINANCIAL YEAR**

Procurement Reference No: W/RFQ/15-07/2023

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 02 FEBRUARY 2024

TIME: 10H00

Procurement Management Unit
Ministry of Mines and Energy
Head Office
6 Aviation Road
Windhoek Namibia

Tel: +264 61 284 8111 / 8235 / 8358

Fax: +264 61 235 632

Email: ProcurementManagement@mme.gov.na

Website: www.mme.gov.na



REPUBLIC OF NAMIBIA
MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386
E-mail: info@mme.gov.na
Website: www.mme.gov.na

6 Aviation Road
Private Bag
13297
WINDHOEK

Letter of Invitation

To:

Procurement Reference Number: W/RFQ/15-07/2023

22 January 2024

Dear Sir, Madam

Request for Quotations for Works

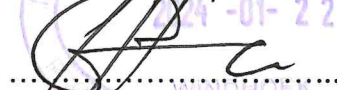
The Ministry of Mines and Energy invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to ProcurementManagement@mme.gov.na

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

Yours faithfully,



Head of Procurement Management
Mr. Nathaniel Musenge



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Mines and Energy** reserves the right:

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

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

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

4. Eligibility Criteria

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

- (a) have a **valid certified** company Registration Certificate; **(certified by Namibian police)**
- (b) have an original valid good Standing Tax Certificate; **(certified by Namibian police)**
- (c) have an original valid good Standing Social Security Certificate. **(Certified by Namibian police)**
- (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; **(certified by Namibian police)**
- (e) Complete and sign attached Bid Securing declaration.

- (f) Complete and sign an **undertaking on the part of the Bidder** that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) All pages of the bidding documents should be initialled.
- (h) **have a valid certified copy of certificate indicating SME Status (for Bids reserved for SMEs); This bid is strictly for 100% Namibian owned SME companies**
- (i) **Proof of valid NORED registration license under the Contractor's name as an electrical contractor, authorized to operate on system voltages up to 400V**

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be 12 Weeks (3 **months**) after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Ministry of Mines and Energy** 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 6 Aviation Road, Ground Floor, Block F1, Office F1 005 not later than **02 February 2024 at 10h00**. Quotations by post or hand delivered should reach 6 Aviation Road by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

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

10. Evaluation of Quotations

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

A) Mandatory Requirements

Qualification information is listed under Table 1 below and (d) as well as the relevant sections of the Bidding Documents that the Clause refer to.

Table 1 **Mandatory Requirements**

Document Description	Yes/No
<ul style="list-style-type: none"> A valid certified copy certified by the Namibian Police of a Company Registration Certificate or Registration of defensive name if applicable and the Founding Statement in the case of a CC (certified copies not more than 3 months old). All entities must be incorporated in Namibia. 	
<ul style="list-style-type: none"> All bidders must be 100% Namibian owned company, proof of Identity Documents / Passports of company directors certified by the Namibian Police must be attached. (Certified copies not more than 3 months older at the date of submission) 	
<ul style="list-style-type: none"> A valid original or certified copy by the Namibian Police of Good Standing Tax Certificate. 	
<ul style="list-style-type: none"> A valid original or certified copy by the Namibian Police of Good Standing Social Security Certificate. 	
<ul style="list-style-type: none"> A valid original or certified copy by the Namibian Police of Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998. 	
<ul style="list-style-type: none"> Detailed Proposed Project Programme. 	
<ul style="list-style-type: none"> Duly completed, initialed, and signed Joint Venture Agreement (if applicable). 	
<ul style="list-style-type: none"> A duly completed and signed Bid Securing Declaration Form. 	
<ul style="list-style-type: none"> Trade Diploma/Certificate as a qualified electrician. 	
<ul style="list-style-type: none"> Bill of Quantities (completed 100%), initialled. 	
<ul style="list-style-type: none"> All pages of the Bid Document are initialled. Failure leads to disqualification of the bidder. 	
<ul style="list-style-type: none"> An undertaking on the part of the Bidder that 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 602 of the GCC if it is awarded the contract or part thereof.	
• Bid validity period 90 days.	
• Proof of valid NORED registration license under the Contractor's name as an electrical contractor, authorized to operate on system voltages up to 400V	
<ul style="list-style-type: none"> • Proof of at least a minimum one (1) practical completion certificates of electrical Wiring of Buildings installation projects shall be attached and failure will lead to disqualification. • MME reserves the right to verify the legality of the attached completion certificates by direct contact Consulting Firms and Clients. MME will verify the authenticity of the completion certificates that is attached on the bidding document by directly contact Consulting Firms and Clients. Completion certificates without contact details of the issuing authority will be deemed invalid. 	
• Letter of intent: The Standard Form of Performance Security acceptable to the Public Entity shall be "a Bank Guarantee" from a commercial bank. The Letter of intent shall be 10% of the quoted price inclusive of provisional and contingencies sum and VAT.	

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.

11.1 Technical Evaluation

The following criteria/technical requirement shall apply during evaluation process:

(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).

For Bids to be deemed substantially responsive, in addition to the provisions of the Instructions to Bidders, the combined total score obtained from the different categories listed in the table below must be minimum **70 Marks**. Bids

achieving a combined evaluation score below 70 Marks will be deemed non-responsive and will not be further considered.

Table 2: Technical Requirements

1	Relevant experience of the contractor related to the assignment	Number of projects successfully executed by Bidder	Relevant experience of the contractor related to the assignment	Scores		Total
	experience in electrification of buildings. in the form of internal electrical installation	Overall number of past projects of electrification of buildings.	1≤2	5		8
			≥3	8		
2	Relevant experience of the contractor related to the assignment	Experience of Key personnel clearly indicating responsibilities.	Experience, qualifications , and registration	Scores		Total
	Key personnel (necessary staff with adequate qualifications, capability and experience to undertake the assignment)	Electrician foreman with a Trade Diploma/Certificate (Minimum N3 certificate)	Experience in the relevant assignment	5		10
			Qualifications in the relevant field	5		
3	Listed Tools and Equipment	Number of projects successfully executed by Bidder	Equipment	Scores		Total
				Lease d	Owne d	28
	Availability of Plant and Machinery including proof of ownership (attached a valid license disc certificate) or proof	Works equipment	4 x 4 Vehicle	10	20	
			Generator	8		
			Electrical tools		10	
			Phase rotation	2		

	of hire (attached lease agreement plus a valid license disc certificate)		tester		
			Multi-meter	2	
			Earth Leakage Circuit Breaker / Polarity Tester	2	
			Earth sensitivity meter	2	
			Electrical Drill	2	
4	Programs of Works (project schedules)	Minimum bar chart program of works showing detailed key tasks and time period.	8		8
5	Experience on occupational health, safety and environment Management	Availability of documented HSE policy	6		6
				Total	70

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: The margin of preference is applicable to this request for this Bid is | : **Preference will only be granted to bidders as per Government notice No: 13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Public Procurement Act, 2015 and Public Procurement Act, 2022 as amended.** The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is **10%**. Kindly see the table below.

Margins of preferences when evaluating bids for Exclusive Preference

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	<ul style="list-style-type: none"> -Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1 percent	<ul style="list-style-type: none"> -SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	<ul style="list-style-type: none"> - IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	<ul style="list-style-type: none"> -IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting environmental protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens.	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
Total	10%	

13.2. Bidders applying for the Margin of Preference shall submit, upon **request**, evidence of: **Applicable Exclusive Preference**.

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.

- a) Multiple Contracts: The Ministry of Mines and Energy will not award the Bid to a Contractor who has been awarded more than 2 bids and is in various stages of executing works of similar nature awarded by the Ministry of Mines and Energy, unless the contractor is 80% complete and on schedule with an existing contract with MME. Confirmation letter from the consulting engineer should be submitted together with the bidding document to prove the 80% progress. In the case where a Bidder is the only responsive bidder after the evaluation of the said bid, the Ministry of Mines and Energy shall award the bid to such responsive bidder. The Ministry will however not award the bid to a bidder who did not previously perform in accordance with the agreed contractual provisions such as timeous completion and which non-performance was brought to the attention of the Contractor.
- b) However, in a situation whereby a bidder has been substantially responsive and has been recommended for award in more than 2 bids. A bidder will be given the opportunity to only choose 2 bids of their preferred bids for award. The remaining bid(s) will be awarded to the second substantially responsive bidder.

15. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security for an amount 10% of the contract price.

16. 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

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: [name of Public Entity]	
Procurement Reference Number:	
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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is 90 days from the date of the bid submission deadline.

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

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

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

Quotation Authorised by:

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

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

Date: [Day | month | year]

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

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

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

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

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

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

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

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

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

Dated on _____ day of _____
 [insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]***Delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

This Contract covers the electrification of Government Buildings (institutional buildings) in the Omusati Region; namely at the following localities:

3.1. Government Buildings to be electrified under this project - 2023/2024

	Locality name, Constituency	Infrastructure	Latitude	Longitude
1	Panduleni School, Etayi Constituency	School	S: -17.50509	E: 15.52738
2	Omuthituweelo School, Outapi Constituency	School	S: -17.41525	E: 14.93221
3	Tadhiya School, Ogongo Constituency	School	S: -17.72771	E: 15.17776
4	Makanda School, Etayi Constituency	School, Kinder Garten	S: -17.53784	E: 15.57808
5	Ekango School, Tsandi Constituency	School, Church	S: -17.77596	E: 14.88373
6	Ombugu School, Tsandi Constituency	School	S: -17.77033	E: 14.80614
7	Ondjodhi School, Onesi Constituency	School	S: -17.60719	E: 14.67479

The Contractor shall upon site establishment register with the local supply Authority. Furthermore, it is the responsibility of the Contractor to familiarise himself / herself with the local Electricity Supply Regulations.

i. Particulars of the work

The work shall provide a complete service in accordance with the specifications and to the satisfaction of the Engineer, and shall include all items necessary for the completion of the service in its entirety, whether specified in detail or not. No extra costs will be considered for the provision of this service unless specifically detailed by the Contractor in a covering letter submitted with his / her quotation.

The work under this Contract consists of the following main elements:

- Electrification of Government Buildings
 - All government buildings will be electrified to SANS 10142. Government buildings will be wired by means of metal conduit as specified; and light fittings and socket outlets must be installed
 - supply and installation of low voltage feeders between distribution boards.

- supply and installation of distribution boards where indicated, to respective class-room blocks.
- supply and installation of luminaries, light switches and switched socket outlets.
- Statutory earthing and bonding of structures.
- Conduiting, cable trenches, PVC insulated copper wiring to luminaries, socket outlets, isolators and switches.
- Provision of Prepaid meters, sourced from the local supply authority, i.e. NORED Electricity.
- Testing, commissioning, tie-in and hand-over of the completed installation.

Circuit breaker details (types and sizes) for each Distribution Board (DB) is specified on the schematic layout diagrams.

3.2. Low Voltage Supply to the Buildings

The main LV supply network including the Prepaid meters will be installed by a different contractor, who is appointed by the client under a separate contract. However, Prepaid meters at Panduleni, Omuthituweelo and Tadihiya needs to be installed.

The LV system operating conditions are as follows:

Operating Voltage : 400V/231V +/- 10%

Operating Frequency : 50Hz □ 4%

Short Circuit Level : 5kA (rms).

3.2.1. Cables, trenching and reticulation

Supply, delivery and installation of 600/1000V PVC/PVC/SWA/PVC copper cables. Rates for PVC/PVC/SWA/PVC cables shall include for bare copper earth continuity conductor (size in accordance with SABS). Rates for all cables shall include for trenching in ground (300mm wide x 600mm deep), laying, danger tape, back filling, installation of appropriate galvanised trunking under/above meter and distribution boards, and termination of cables with glands and shrouds at boards.

Cable size:

- 16mm² x 4 core + 10 mm² BCEW
- 16mm² x 2 core + 10 mm² BCEW
- 10mm² x 4 core + 6 mm² BCEW
- 10mm² x 2 core + 6 mm² BCEW

3.2.2. trenching, Dangertape, Backfilling of soft sand

This item comprises trenching in ground (700mm deep and 300mm wide), with 100% soft pickable soil unless otherwise indicated. The laying of the cable, bedding, back filling, compacting, 150mm wide PVC danger warning tape are also included.

3.2.3. CABLE WORK

The contract includes cable work, which shall be done in accordance with standard practices and to the satisfaction of the Client and the Engineer. The storage, transportation, handling and laying of underground cables shall conform with these standard practices, and the Contractor shall have adequate and suitable equipment and labour to ensure that no damage is done to cables during such operations. Twisted or kinked cables, or cables damaged in any other way, will be rejected.

3.2.3.1. Trenching

Cables, unless otherwise instructed, shall be laid at a minimum depth of 600mm below ground level. Trenches shall not be less than 300mm wide for one or two cables, and the trench width shall be increased where more than two cables are laid together so that the cables may be placed at least 150mm apart throughout the run.

Where the nature of the ground does not permit the excavation of the cable trenches to the specified depth, the Engineer may authorise trenches not less than 300mm deep. Such authority shall be given in writing.

The Contractor must take all the necessary precautions to prevent trenching work being in any way a hazard to the public, and to safeguard all structures, roads, railways, sewer works or other property from any risk of subsidence and damage.

3.2.3.2. Bedding

All cables shall be laid in a bedding of soft sand or sifted soil, 75mm below and 75mm above the cable. Clay soil will not be accepted as bedding.

3.2.3.3. Laying

Cable shall be removed from the drum in such a way that no twisting, tension or mechanical damage is caused, and must be adequately supported at short intervals during the whole operation. Particular care must be exercised where it is necessary to draw cables through pipes and ducts, to avoid abrasion, elongation or distortion of any kind. The ends of such pipes and ducts shall be sealed to approval after the drawing in of the cables.

3.2.3.4. Backfilling

Backfilling after bedding is to be carried out with a proper grading of the material to ensure settling without voids, and the material is to be tamped down after the addition of every 150mm. The surface is to be made good as required.

3.2.3.5. Protection of cables

Danger tape to specification shall be placed 300mm above the cable for the entire length of the trench. Where so directed by the Engineer, a concrete layer shall be placed over the bedding layer in order to give the cable additional protection.

At road crossings, cable sleeves shall be installed at a minimum depth of 1000mm, and as instructed by the Engineer.

3.2.3.6. Opening up of existing cables

Where it is necessary to expose existing buried cables for any purpose, or when excavating in the vicinity of existing buried cables, pipes, etc., every care is to be exercised and only labourers experienced in such work, and duly warned by the Contractor, shall be employed thereon. The Contractor shall be responsible for making good any damage caused by his / her work.

3.2.3.7. Joints and terminations

Joints in underground cables, and terminations, shall be made by means of approved epoxy resin pressure type jointing kits such as "Scotchcast" or "Raychem". Joints must be made by competent cable jointers and entirely in accordance with the manufacturer's instructions using only the materials stipulated in such instructions. Each end of the cables to be jointed must have a minimum of 1 metre of slack disposed in a loop without stress. Backfilling under joints must be firmly tamped to prevent any subsequent setting.

Low-tension cables shall be made off with sealing glands and materials specially

designed for this purpose.

3.2.3.8. Sealing of ends

Where cables are cut and not immediately made off, the ends are to be sealed without delay.

3.3. LV DISTRIBUTION BOARDS

Multiple buildings [classroom blocks] shall be supplied from a centrally located main distribution board, to locally installed sub-distribution boards. Main and sub-distribution boards shall be mounted in the centre of the classroom block at 1600mm AFFL., surface mounted.

- This section covers single- or multi-pole moulded case circuit breakers for use in power distribution systems, suitable for panel mounting, for rating up to 1000A, 600V, 50Hz.
- The circuit breakers shall comply with SANS 156.
- The continuous current rating, trip rating and rupturing capacity shall be as specified.
- The contacts shall be silver alloy and shall close with a high pressure wiping action.
- Where specified, the circuit breaker shall be capable of accommodating factory fitted shunt trip or auxiliary contact units or similar equipment.
- The operating handle shall provide clear indication of "ON", "OFF" and "TRIP" positions.
- The mechanism shall be of the TRIP-FREE type preventing the unit from being held on the ON position under overload conditions.
- All moulded-case circuit breakers in a particular installation shall as far as is practical be supplied by a single manufacturer.
- The incoming terminals of single-pole miniature circuit breakers shall be suitable for connection to a common busbar.
- The circuit breaker shall have a rating plate indicating the current rating, voltage rating and breaking capacity.

All labelling inside and outside the distribution boards shall be done by engraving on sandwich durable plastic strips, in black and white.

Switchgear to be din rail mount and the sub-contractor shall ensure that at least 20% spare capacity (space) is provided for in each board with pre-fitted din rails.

All lighting, small power and fixed equipment circuits shall exit the distribution boards [DB's] at the top via 20mm PVC compression glands, sealed off with silicone sealant to ensure the DB IP rating is not compromised.

Conduits shall be terminated by means of a brass female bush and two locknuts in epoxy-coated distribution boards.

3.4. WIRING CHANNELS AND CONDUITS

Circuits shall leave the DB's at the top through 20mm PVC No.1 compression glands into a trunking channel that reaches right up to the roof. In order to ensure that the DB's stay weatherproof the compression glands shall be sealed with silicone where they protrude through the DB casing; the hole through which the wires leave the glands shall also be

sealed with silicone. At the top of the trunking channel the circuits shall enter the conduits which shall be terminated on the trunking by means of female bushes and locknuts.

The following guidelines shall be adhered to for circuits:

Light circuits:		10A
Socket outlet circuits:		15A
Stove circuit:		20A
Geyser circuits:		20A
<u>Wires for light & socket outlet circuits</u>		
Live - 2.5mm²,	neutral - 2.5mm²,	earth - 2.5mm²
<u>Wires for stove and geyser circuits:</u>		
Live - 6mm²	neutral - 6mm²	earth - 4mm²

Where visible, black conduits shall be painted in the same colour as the wall. Alternatively, galvanised conduit may be used where it will be visible; this no need to be painted.

3.5. WIRING OF SOCKET OUTLETS AND LIGHT SWITCHES

This part of the work is made up of the following elements:

- the installation of conduits from the distribution board to the various load points;
- the installation of socket outlets, light switches, light fittings and luminaires, stove and geyser outlets;
- the wiring of the various circuits from the distribution board;
- the proper earthing of all circuits

Circuits shall be wired through steel conduit, as specified. Both light circuits and socket outlet circuits may be pulled into the same conduit, but the circuit shall be kept separate otherwise. The conduit shall be installed in the ceiling spaces of buildings that have ceilings. Often, these ceiling spaces can only be accessed by removing the roof panels; the Contractor must take this into account when calculating his / her rates! In buildings that do not have ceilings the conduit shall be installed along the roof trusses and beams to the various light points, and vertically down the walls to the light switches and socket outlets. Conduits to light switches and socket outlets shall be surface mounted. Socket outlets in adjacent rooms shall be installed "back-to-back" so that only one conduit is necessary for those two outlets.

3.6. General technical requirements - LUMINAIRES

General

- Tubular fluorescent lamp luminaires shall comply fully with SANS 1119 and all amendments as well as the additional requirements of this specification. Luminaires which bear the SABS mark are preferred.

Construction

- A luminaires shall consist of a ventilated body manufactured of cold rolled sheet steel not less than 0.8mm thick, suitably braced or stiffened to prevent distortion. The body shall be of sufficient strength for the mounting of the entire luminaires.

- The luminaries body shall be designed to accommodate the control gear, wiring, lampholders and, where applicable, the diffuser. It shall be possible to reach the control gear without disconnecting wiring or removing the luminaries.
- Except for mounting holes and/or slots and the required openings in air-return luminaries, the back of the body channel shall be closed over the full length of the luminaries.
- Suitable knockouts shall be provided in the rear of the luminaries body for wire entry.
- All components, including screws, bolts and nuts utilized in the construction of the luminaire or fixing of its components, shall be corrosion proof.

Internal wiring

- Luminaires shall be completely wired internally. Conductors shall be protected with grommets where they pass through holes in the body.
- The wiring shall be totally metal enclosed to prevent any possible contact with live components while changing lamps.
- The conductor insulation shall be rated to withstand the temperature inside the luminaries body without deterioration.
- The wiring shall terminate on a suitable terminal block. There shall be no joints in the internal wiring.
- An earth terminal, welded to the luminaries' body, shall be provided. To ensure good earth continuity the earth terminal shall not be spray painted. The earth conductor shall be connected to this terminal by means of a crimped lug.

Lamp holder

- Lamp holders shall preferably be of the **telescopic spring loaded type**. Where twistlock type lampholders are provided, the mounting of the holders shall be able to accommodate the tolerance experienced in the length of lamps and in the manufacture of luminaries.

Control gear

- The control gear, ballasts, capacitors and starters shall be designed and manufactured to suit the control circuitry adopted.
- Ballast's shall comply with SANS 890 and 891, suitable for operation on 220V/250V, 50Hz supplies.
- Ballasts shall further be suitable for the particular luminaries to ensure that the thermal limits specified in of SANS 1119 are not exceeded.
- Noisy ballast's will not be accepted and shall be replaced at no cost to the Employer.
- Starters shall comply with BS 3772. Starters with metal cans shall contain integral earthing facilities to earth the can upon insertion.
- Starters shall be accessible from the outside of the luminaries, and the replacement of the starter shall not necessitate the removal of lamps.

Capacitors

- Capacitors shall comply with SANS 1250. The power factor of each complete fitting shall be corrected to at least 0.85.

Lamps

- Fluorescent lamps shall be suitable for the control circuitry used. Lamps shall comply with SANS 1041.
- There shall be no visible flicker in the lamps and lamps shall readily strike when switched on. Faulty lamps or ballasts shall be replaced at no cost to the Employer.

The table below indicates a typical light fitting schedule, commercially available which complies with the specification. It does, however, not restrict the tenderers from submitting alternative light fittings. Full details (brochures, pamphlets) shall be submitted with all alternative light fittings offered. Alternative offers must be separately priced on a covering letter.

ALPHABETIC IDENTIFICATION	SPECIFICATION OF LUMINAIRE
A1	Regent Lighting 5FT LED Open Channel Double – BR FTL006 + 2X 20W LED Tube, Frosted 840 with 4000K.
A2	Radiant Lighting 5FT Double Vapour Proof T8 LED with 2x24W with lamps, IP65 or similar approved
B	Wall / Ceiling Mounted LASCON B-10 LED, White IP65, Round Polycarbonate bulkhead, applicable in ablution blocks / external wall

3.7. GENERAL EARTHING

All earth continuity conductors shall be bare stranded copper, while all earthing leads used to earth the main distribution boards and all earthing conductors provided for lightning protection shall be green PVC insulated. The conductors shall comply with the materials specification. All earth conductor sizes shall be determined in accordance with SANS 10142

ii. Changes to the scope of work

The Employer reserves the right to delete at any time before or during construction, and in his / her exclusive discretion, any section of any separate portion of the works (as specified in the Specifications and the Bill of Quantities from the scope of this Bid or any subsequent contract entered into between the parties.

Likewise, the Employer shall have the right to add an additional section or sections to any of the separate portions as specified.

iii. Responsibility of the contractor

Until the Contract Works have been completed or deemed to have been completed the Contractor shall be responsible (subject to the General Conditions of Contract and the Special Conditions of Contract), for the Contract Works, where under construction, during tests, or in use by the Employer.

The Contractor shall nominate a full time contract manager, with an electrical artisan's qualification, properly introduced and approved by the Engineer to manage this contract for the full duration of the contract.

During the period of maintenance, the Contractor shall make such arrangements as to ensure the attendance on Site within twenty-four hours of his / her being called upon to do so, of a competent representative for the purpose of carrying out any work or maintenance for which the

Contractor shall be liable, and during such part of parts of the said period as the Engineer may deem it necessary the said representative shall be continuously available on the Site.

Work on the site shall be carried out at such times and during such hours as the Engineer may require.

iv. Work co-ordination

The work in its entirety must be complete within the contract period as prescribed by the Special Conditions of Contract.

v. Site hand-over

Prior to the commencement of the work, the sites will be handed over to the successful Bidder for the respective area. The hand-over includes a site visit to the village included in the Contract.

At the site hand-over the location of the Contractor's site office and camp will be discussed and determined if applicable.

vi. Supervision

All work shall be executed under the supervision of the Engineer and in accordance with site instructions that will be issued to the Contractor by the Engineer.

1. Site instructions

A contractor will be required to provide a triplicate site instruction book at the site hand-over. Specific instructions as to how work shall be executed will be entered into this book by the Engineer once the exact details of each portion of the work to be done have been determined.

All site instructions will be discussed with the Contractor.

The site instruction book must at all times be available at the Contractor's site office, so that the Engineer may write instructions even when the Contractor is not present.

2. Site meetings

Regular site meetings, at dates and times to be determined by the Engineer, will be held to evaluate progress and discuss matters pertaining to the Contract. It is not the purpose of such meetings to discuss matters concerning the day-to-day running of the Contract.

The Contractor or his / her authorised representative shall attend all site meetings, to which the Employer will also be invited. If not agreed to otherwise, these site meetings shall be held at the Contractor's site office.

3. Inspections

Site inspections will be conducted prior to the site meetings so that specific problems that are identified at the inspections may be discussed.

Whenever any section of the works is complete, the contractor must inform the Engineer of this in writing so that a site visit to inspect, measure, test or commission the completed section of the works may be arranged.

4. Commissioning

- The Contractor shall be responsible for commissioning all sections of the works and shall perform the tasks set out below:
- Prior notice of and proper arrangements for the commissioning shall be made with the Employer as well as the Engineer, NORED ELECTRICITY (PTY) LTD, the Supply Authority, and all

contractors and suppliers of equipment which will be affected by the commissioning operation.

- Plant and equipment which has been supplied by others has to be commissioned, the supplier's specific permission thereto, together with any specific requirements relating to commissioning shall be obtained prior to commissioning.
- All sections of the works shall be carefully inspected by a responsible representative of the Contractor to ensure that all construction and installation work has been properly completed.
- In particular, the following pre-commissioning checks shall be done:
 - circuit breakers, fuse, cable and protective device settings and ratings
 - wiring connections
 - earthing conductors, connections and terminations
 - removal of transport clamps and supports
 - identification of all equipment
- During commissioning the following shall be checked and the results entered into a written report, which shall be handed to the Engineer within 7 days from completion of commissioning of any section of the works:
- equipment nameplate details including serial numbers, kVA rating, voltage rating, current rating, frequency, full load current and number of phases.

The Contractor shall carry out the tests specified in the Manufacturer's Works, on the site or elsewhere in accordance with the conditions thereof and such additional tests as in the opinion of the Engineer necessary to determine that the Contract Works comply with the conditions of this Specification, where under test or ordinary working conditions.

All materials used shall also be subjected to and shall withstand satisfactorily such routine tests as are customary in the manufacture of the types of plant or material included in the Contract Works,

Where, at the direction of the Engineer, tests and/or analyses are effected elsewhere than at the Works of the Contractor or a Sub-Contractor, or on the Site the costs incurred will be borne by the employer should such tests prove satisfactory, but the Contractor will be called upon to pay all expenses incurred by the Employer in respect of any work or materials found to be defective, or of inferior quality, adulterated or otherwise unacceptable.

The Engineer shall be given at least 7 days written notice of tests.

All tests shall be carried out in the presence of, and to the satisfaction of the Engineer and at such times as they may require. The Contractor shall supply suitable test pieces of all materials as required by the Engineer. All labour, materials, fuel, stores, apparatus, instruments and connections required for the above tests shall be provided by the Contractor. All apparatus and materials supplied under the Contract are subject to inspection by the Engineer, who shall be notified 14 days in advance when the material is ready for inspection.

Tests to be carried out on site: -

- Such other tests as are required by the Engineer to prove compliance with the Specification independently of any test, which may already have been carried out at the Manufacturer's Works, or elsewhere.
- Such tests as may be required by the Engineer to prove the load bearing capacity of foundations and stay anchors.
- Soil resistivity test (if called for).
- Insulation resistance test.
- Continuity test.
- Polarity test and Voltage test.

vii. Standards

The work done shall comply with the following standards and regulations and has to be to the

satisfaction of the Engineer and the Employer:

- The local supply authority's Electricity Supply Regulations;
- SANS 10142 (Code of Practice for the Wiring of Premises);as amended

viii. Safety

The Contractor shall observe proper and adequate safety measures and precautions on the site at all times in accordance with

- Machinery, Building, Demolition and Excavation Work Regulations (framed under the Factories, Machinery and Building Work Ordinance of 1952 as amended) Chapter III Part 3 and Chapter IV Clause D16.
- Labour Act of 2015

These documents shall at all times be available at the Contractor's site office.

- Where adequate safety measures and precautions are not observed, the Engineer may order the Contractor to comply with minimum safety requirements at the Contractor's expense, and compliance with such an order will not absolve the Contractor from any of his / her responsibilities and obligations under the Contract.

The Contractor shall provide a properly equipped first aid box that shall be accessible at all times.

Symbolic safety signs shall comply with the applicable requirements of SANS 1186.

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B	C	D
1	PVC/PVC/SWA/PVC LV cables and BCEW (hard drawn)		
2	Cable terminations		
3	Circuit breakers		
4	Junction boxes		
5	Socket outlets		
6	Weather tight isolators		
7	Isolators (flush / surface)		
8	Light switches		
9	Earth Leakage Units		
10	Trunking		
11	Cable trays		
12	Type A: Luminaires		
13	Type B: Luminaires		
14	Photo cells		
15	Sirens / Bells		

Specifications and Compliance Sheet Authorised By:

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

B. DRAWINGS

Drawing Number	Drawing Description
5537B/ee01	PANDULENI SCHOOL
5537B/ee02	OMUTHITUWEELO SCHOOL
5537B/ee03	TADHIYA SCHOOL
5537B/ee04	MAKANDA SCHOOL
5537B/ee05	MAKANDA KINDERGARTEN
5537B/ee06	EKANGO SCHOOL
5537B/ee07	EKANGO CHURCH
5537B/ee08	OMBUGU SCHOOL
5537B/ee09	ONDJODHI SCHOOL

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

The bidder is advised to include all costs related to:

- i) Preliminaries and Generals Expenses for execution of project;*
- ii) Material costs;*
- iii) Labour costs.*

This Provisional Bills of Quantities forms part of and must be read in conjunction with the Drawings, Specifications and Bid Documents, which documents contain the full descriptions of the work to be done and material and equipment to be supplied and installed, and unless otherwise described in the Provisional Bills of Quantities, reference should be made to the Drawings and Specifications for the full meaning of descriptions of work to be done and materials and equipment to be supplied in the contract.

See attached Bill of Quantities for priced activity schedule

Priced Activity Schedule Authorised By:

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

Profit on material for omissions and additions:

The following percentage profit will be required on all materials for additions or omissions not covered by any other section of this schedule. This percentage shall include all direct overheads, handling charges, etc.

Nett percentage: _____%

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B	C	D
1	PVC/PVC/SWA/PVC LV cables and BCEW (hard drawn)		
2	Cable terminations		
3	Circuit breakers		
4	Socket outlets		
5	Light switches		
6	Earth Leakage Units		
7	Type A: Luminaires		
8	Type B: Luminaires		
9	Photo cells		
10	Sirens / Bells		

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/15-07/2023**) available on the website of the Public Entity (www.mme.gov.na) except were modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/15-07/2023**

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)	Ministry of Mines and Energy			
Intended Completion Date GCC	The intended completion date for the whole of the Works shall be 12 weeks (3 Months) excluding builder's holiday			
Project Manager GCC 1.1(y)	The Project Manager is: POWERCONSULT CC			
Site GCC 1.1(aa)	The Site is located at OMUSATI REGION and is defined in Drawings:			
	Locality	Infrastructure	Latitude	Longitude
	Panduleni School, Etayi Constituency	School	S: -17.50509	E: 15.52738
	Omuthituweelo School, Outapi Constituency	School	S: -17.41525	E: 14.93221
	Tadhiya School, Ogongo Constituency	School	S: -17.72771	E: 15.17776

GCC Clause Reference	Special Conditions			
	Makanda School, Etayi Constituency	School, Kinder Garten	S: -17.53784	E: 15.57808
	Ekango School, Tsandi Constituency	School, Church	S: -17.77596	E: 14.88373
	Ombugu School, Tsandi Constituency	School	S: -17.77033	E: 14.80614
	Ondjodhi School, Onesie Constituency	School	S: -17.60719	E: 14.67479
Start Date GCC 1.1(dd)	The Start Date shall be: Within 14 days after acceptance of Purchase Order			
The Works GCC 1.1(hh)	The Works consist of: Electrification of Government Buildings in Omusati Region for 2023/2024 Financial Year			
Interpretation GCC 2.2	The project will be completed in the following sections: Not Applicable			
Interpretation GCC2.3	<p>The following additional documents shall form part of the contract:</p> <ul style="list-style-type: none"> (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 			
Language and Law GCC 3.1	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>			
Project	The Project Manager shall obtain specific approval from the			

GCC Clause Reference	Special Conditions
Manager's Decisions 4.1	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 not</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____</p> <p>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 _____</p>
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</i>

GCC Clause Reference	Special Conditions			
	<p><i>claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <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 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.</p>			
Site Data GCC 14.1	The site Data shall be:			
	Locality	Infrastructure	Latitude	Longitude
	Panduleni School, Etayi Constituency	School	S: -17.50509	E: 15.52738
	Omuthituweelo School, Outapi Constituency	School	S: -17.41525	E: 14.93221
	Tadhiya School, Ogongo Constituency	School	S: -17.72771	E: 15.17776
	Makanda School, Etayi Constituency	School, Kinder Garten	S: -17.53784	E: 15.57808
	Ekango School, Tsandi Constituency	School, Church	S: -17.77596	E: 14.88373
	Ombugu School, Tsandi Constituency	School	S: -17.77033	E: 14.80614
	Ondjodhi School, Onesi	School	S: -17.60719	E: 14.67479

GCC Clause Reference	Special Conditions			
	Constituency			
Possession of the Site GCC 20.1	The Site Possession Date shall be: After signing of contract			
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.			
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 14 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.			
GCC 25.3	Program updates be required.			
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days.			
Payment Certificates GCC 39.7	"Payment shall be made as per progress of works. Max up to 80% will be paid for materials on site".			
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.			
Adverse weather Conditions GCC 41.1 (I)	<i>Adverse weather conditions:</i> Weather events in excess of the maximum rainfall for the month, for the applicable region as provided by the Namibia Meteorological Service			
Price Adjustment GCC 44.	The Contract is <i>not</i> subject to price adjustment.			
Retention GCC 45.	(ii) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the			

GCC Clause Reference	Special Conditions
	Contractor making good all defects.*
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 1% per week. The maximum amount of liquidated damages for the whole of the Works is 15 % of contract price
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing 10% after the awarding of the contract.
GCC 56.1	"As built" drawings or operating and maintenance manuals are required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is 20%.

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		

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.

