REPUBLIC OF NAMIBIA

Ministry of Mines & Energy

MINISTRY OF MINES AND ENERGY
PROCUREMENT MANAGEMENT UNIT (PMU)

Request for Sealed Quotations for

ELECTRIFICATION OF GOVERNMENT BUILDINGS IN ZAMBEZI REGION 2023/2024 FINANCIAL YEAR

Procurement Reference No: W/RFQ/15-14/2023

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:
DATE: 15 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

REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: *+264 61 284-8111*
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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/15-14/2023

02 February 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,

MINISTRY OF MINES AND ENERGY
P/BAG 13297
2024-02-02
WINDHOEK
PROCUREMENT MANAGMENT UINIT

……

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 **15 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**
• 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.	
• 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)**	
• **A valid original or certified copy by the Namibian Police of Good Standing Tax Certificate.**	
• **A valid original or certified copy by the Namibian Police of Good Standing Social Security Certificate.**	
• 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.	
• Detailed Proposed Project Programme.	
• Duly completed, initialled, and signed Joint Venture Agreement (if applicable).	
• A duly completed and signed Bid Securing Declaration Form.	
• Trade Diploma/Certificate as a qualified electrician.	
• Bill of Quantities (completed 100%), initialled.	
• All pages of the Bid Document are initialled. Failure leads to disqualification of the bidder.	
• 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	
• Proof of at least a minimum one (1) practical completion certificates of electrical Wiring of Buildings installation project shall be attached and **failure will lead to disqualification.** • MME reserves the right to verify the legality of the attached completion certificates by directly contacting the 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**
				Leased	**Owned**	**28**
	Availability of Plant and Machinery including proof of ownership (attached a valid license disc certificate) or proof of hire (attached lease agreement plus a valid license disc certificate)	Works equipment	4 x 4 Vehicle	10	20	
			Generator	8		
			Electrical tools			**10**
			Phase rotation tester	2		
			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	-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	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- 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	- 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	-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 reserves the right to 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, unless the contractor is 80% complete and on schedule with the current contract with MME. Confirmation letter from the consulting engineer should be submitted together with the bidding document to prove the 80% progress. **In this regard, no Bidder / Contractor is allowed to be awarded more than (2) two contracts at the same time, unless the Bidder was the only responsive bidder after the evaluation of the said bid. The Ministry of Mines and Energy reserves the right not to award the bid to a Bidder who in the past did not 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

1. STANDARDS

All material and equipment supplied and/or installed under this contract shall be new and as per the detail specification in Part V and shall comply with the requirements laid down in the latest editions of the relevant NRS, SABS, BS or IEC and their amendments (if any) and the requirements of this Specification.

The material specified is the preferred material. If alternative materials are offered, they shall be separately specified for approval of the engineer. Rates entered in the schedule of quantities shall be for the specified materials.

In the event of items bearing the SABS mark being available in respect of the materials and equipment required, only items bearing this mark will be acceptable.

2. CODES OF PRACTICE FOR INSTALLATION PURPOSES.

The installation of material will be carried out in accordance with the following Codes of Practice:

- SABS 0198: 1988 the selection, handling and installation of electric power cables of rating not exceeding 33kV.
- SABS 0199: 1985 The design and installation of an earth electrode.
- SABS 10142: 2003 (As amended) Wiring of Premises.
- Labour Act: 1992 Regulation relating to the Health and Safety of Employees at Work.
- Occupational Health and Safety Act, 1993 (Act No 85 of 1993)
- NRS 032: Pole Mounted service boxes for Overhead connections.
- SABS 171: Low Voltage Lightning Arrestors.
- SABS 1418: Aerial Bundled Conductor Systems.
- NRS 106: Earthing of Low Voltage Distribution Systems.
- NRS 019: Small Power Distribution Units (Ready Boards).

3. SCOPE OF THE CONTRACT

This Contract provides for the supply, delivery to site, installation, testing, commissioning and maintenance for a period of twelve [12] calendar months and handing over in good working order of the complete electrical installations to government buildings as specified in accordance with SANS 10142-1, "The wiring of premises" in the Zambezi Region.

The works comprise:

- 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.
- supply and installation of maintenance isolators to fixed equipment such as geysers, stoves, etc.
- Provision of conventional meters and ensuring their compatibility with the existing NORED vending system.
- Testing, commissioning, tie-in and hand-over of the completed installation.
- Updating of the NORED control drawings.

4. LOCATION OF SITE AND SITE CONDITIONS

Sites that will require the implementation of the above listed works are as per the list herein.

Site Data are:

Locality	Constituency	Latitude	Longitude
Masambo	*Kongola*	*17°50'52.96"S*	*22°59'17.40"E*

The local conditions are:

Altitude: 1100 amsl.
Minimum ambient temperature: 5°C
Maximum ambient temperature: 38°C

5. MAIN LV SUPPLY NETWORK

The main LV supply network shall be taken via an underground low voltage feeder cable from a NORED Metering Board to the building's main distribution board. The metering panel and switchgear will be installed by others [LV Contractor].

The LV system operating conditions are as follows:
Operating Voltage : 400V/231V +/- 10%
Operating Frequency : 50Hz □ 4%
Short Circuit Level : 5kA (rms).

6. 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.

In addition, the distribution boards shall comply with the following:

- Cable entry: Bottom with suitably sized gland
- Voltage: 4000Vac ± 5%
- Frequency: 50Hz ± 10%
- Busbar rating: As shown on drawings.
- Minimum short circuit breaking capacity of circuit breakers: 5kA
- Design temperature of switchgear: 0°C – 50°C
- Enclosure: Epoxy-coated Sheetmetal
- Color: White
- IP rating : Doors closed, IP54

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.

7. SURGE ARRESTORS

General

This Specification covers the manufacture and supply of indoor protection surge arrestors.

a) Surge arrestors shall comply with the SABS 171 and shall be suitable for installations at altitudes up to 2000m above sea level.

b) Surge arrestors shall be of the fully sealed type contained within a thermos-plastic or cast-resin housing. The unit shall be supplied with all necessary-mounting brackets to allow installation within switch panels and distribution kiosks.

c) Surge arrestors shall be fitted to all miniature substation L.V. compartments, low voltage distribution kiosks and main low voltage switch panels.

d) Surge arrestors shall be solidly earthed directly to the main earth bar of the switch panel or distribution kiosk by means of a 35mm² copper conductor.

8. WIRING CHANNELS AND CONDUITS

Wiring between the centralized distribution boards and power outlets, luminaries and switches shall be drawn in 20mm [light circuits] or 25mm [switched-socket circuits] black bosal or galvanised steel conduits. Conduits shall be secured to walls [for surface installations] with appropriate saddles. Joints will only be allowed in surface conduit lengths exceeding 3.
Conduit routes shall be carefully planned to avoid cross-overs. Where a cross-over is inevitable, one conduit only shall be offset to cross the other.
Cross-overs shall be as short as possible and shall be uniform. Parallel conduit runs shall be equidistant and saddles shall be installed in line.

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 need to be painted.

9. POWER OUTLETS

20A, switched socket outlets shall be wired from the central distribution board via metallic conduit recessed in brickwork
All switch socket outlets shall be flush mounted and of the same approved manufacturer and shall be fitted with suitable, approved metal cover plates. The colour of socket cover plates shall be white.

Mounting heights for socket outlets shall be 300 mm affl. thru-out unless otherwise instructed.
Conduit runs to surface mounted switched socket outlets shall be firmly secured by means of saddles and screws and in accordance with SANS 10142.
PVC-insulated or equivalent, stranded copper conductors, size 4mm2 and green PVC-insulated copper earth conductors, size 2.5mm2 shall be used when wiring socket outlets.

10. LIGHTING INSTALLATION

This section covers light fittings to be installed. A light fitting schedule is provided herein. Only new light-fittings shall be utilized. In general classroom areas shall be equipped with 4 open channel fluorescent luminaries. Ablution blocks, walkway and corridor lighting shall be via wall or ceiling mounted bulkheads.

The relevant layout drawings show the typical arrangement of light fittings in classrooms. Final positions of light fittings must be determined on site taking into consideration all other services and/or structures. All light fittings shall comply with the General Standard Specification (Part IV) as well as any one of the following codes:

SABS 0114 Part I
SABS 056
SABS 890/1
SABS 529

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

11. INTERCOM INSTALLATION

The Electrical Contractor shall supply and install a siren as indicated on the typical layout drawing at the main classroom block at each school. The siren shall be mounted @ 2400mm affl. And the sound level shall be 85dB @ 3m. A siren activate pushbutton shall be installed inside one of the classrooms on a 100x50x50mm recessed draw box @ 1200mm affl. And be linked to the siren transformer and siren via 20mm conduit. Full details of the siren shall be submitted with the tender.

12. STATUTORY EARTHING

The Electrical Contractor shall supply and install all statutory earthing systems to the electrical services, structures and piping services strictly in accordance with the "Standard Code of Practice for the Wiring of Premises".

13. APPROVAL TO BE OBTAINED

The approximate routes of cables are shown on the drawings issued herewith. The successful tenderer shall inspect on site all such routes and shall be deemed to have satisfied himself/herself as to the site conditions. Before commencing trenching, excavations or drilling, the Contractor shall give all such notices and obtain approvals from the engineer.

He shall obtain information and instructions in regard to the boundary line and to possible objections from the local authority and/or Telecom.

Where so required, excavation or drilling shall be carried out in the presence of a representative of the above-mentioned authorities.

REGISTRATION AND CO-ORDINATION WITH LOCAL SUPPLY AUTHORITY

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

Upon site establishment, and before commencing with any work, the contractor must submit a complete "Notice of Commencement of Work" form to the Ministry of Mines and Energy and Deka Consulting Engineers.

Upon completion of the works, i.e., after commissioning of the networks, the contractor must submit a complete "Notice of Completion" form to Ministry of Mines and Energy and Deka Consulting Engineers.

14. 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 Memorandum of Agreement and the Conditions of Contract), for the Contract Works, were under construction, during tests, or in use by the Employer.

The Contractor shall nominate a full time Contract Manager, with a minimum of an electrical artisan's qualification, properly introduced and approved by the Engineer to manage the 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 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 onsite shall be carried out at such times and during such hours as the Engineer may require.

15. INSPECTIONS AND TESTS

All equipment will be inspected and tested, both in the factory during manufacturing and on-site during installation. The tests required are prescribed in the standard and detail specification. The engineer will do all inspections accompanied by the contractor and the contractor shall perform all tests with the engineer as witness.

The engineer will require seven (7) days notification to avail himself for any tests or inspection. The contractor shall arrange for the maximum number of tests and inspections to be done on the same day.

The contractor shall provide all testing facilities and instruments and all equipment and labour required for a test or inspection. All instruments shall be adequately scaled for the application. All testing facilities and instruments remain the property of the contractor.

All instruments used shall have a valid test certificate issued by an accepted testing authority. The engineer reserves the right to call for a calibration test on any instruments used during the test.

The contractor shall record all results of the tests done on a test certificate, of which the engineer must receive two (2) copies.

The contractor shall ensure that the equipment is ready for testing or inspection and that the equipment conforms to the specifications before the engineer is requested to witness tests or inspections. Should it be found that the equipment or contract works is not ready for testing/inspection, or does not conform to the specification, the client reserves the right to charge the contractor for any re-tests or subsequent costs.

16. COMMISSIONING

The Contractor shall be responsible for commissioning all sections of the works and shall perform the tasks set out below:

a) Prior notice of and proper arrangements for the commissioning shall be made with the Employer, Engineer, Supply Authority, and all contractors and suppliers of equipment which will be affected by the commissioning operation.
b) If 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.

c) 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.

d) In particular the following pre-commissioning checks shall be done:
- circuit breaker, 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

e) 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 test 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 two weeks 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
- Insulation resistance test
- Continuity test
- Polarity test
- Voltage test

17. HANDING OVER

The handing over of completed sections of the works to the employer and the energising/putting into operation of the completed sections of the works will only take place once the following documents and drawings have been submitted to the engineer:

- a certificate of compliance in terms of the relevant Act applicable
- a certificate issued by the contractor that the installation complies with the contract and specifications
- a certificate of acceptance which shall be specified and signed by the employer after the inspection, acceptance and approval of the completed sections of the works has taken place
- "as-built" drawings of the installation on 0,08 mm thick polyester film
- written application to energise the completed sections of the works.

The contractor shall be responsible for timeously arranging for all tests and inspections with the employer and engineer, submitting the necessary documents and drawings to the engineer and applying for the energising of the completed sections of the works.

18. "AS-BUILT" DRAWINGS

On completion of the contract, all drawings required for the manuals shall be prepared and included in the manuals as specified in hard copy as well as electronic copy. In addition, a set of drawings on 0,08-mm-thick polyester film shall be handed to the engineer to form the "as-built"

records. The "as-built" drawings must also be submitted in AutoCAD format, version 2021 or earlier as specified by the engineer.

B. DRAWINGS

Drawing Number	Drawing Description
P19005400/E/01	MASAMBO BUILDING ELECTRICS

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	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: _____

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	16mm2 x 4Core, Underground Cable		
2	10mm2 x 2Core, Underground Cable		
3	6mm2 x 2Core, Underground Cable		
4	Type A Light fitting		
5	Type B Light Fitting		
6	Type C Light Fitting		

* 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/15-14/2023**) 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/15-14/2023**

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].*

<table>
<tr><th>GCC Clause Reference</th><th colspan="4">Special Conditions</th></tr>
<tr><td>Employer
GCC 1.1(r)</td><td colspan="4">Ministry of Mines and Energy</td></tr>
<tr><td>Intended Completion Date
GCC</td><td colspan="4">The intended completion date for the whole of the Works shall be 12 weeks (3 Months) excluding builder's holiday</td></tr>
<tr><td>Project Manager
GCC 1.1(y)</td><td colspan="4">The Project Manager is: Windhoek Consulting Engineers</td></tr>
<tr><td rowspan="4">Site
GCC 1.1(aa)</td><td colspan="4">The Site is located at Oshikoto region and is defined in Drawings:</td></tr>
<tr><td>Locality</td><td>Constituency</td><td>Latitude</td><td>Longitude</td></tr>
<tr><td>Masambo</td><td>Kongola</td><td>17°50'52.96"S</td><td>22°59'17.40"E</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td>Start Date
GCC 1.1(dd)</td><td colspan="4">The Start Date shall be: Within 14 days after acceptance of Purchase Order</td></tr>
<tr><td>The Works
GCC 1.1(hh)</td><td colspan="4">The Works consist of: Electrification of Government Buildings in Zambezi Region for 2023/2024 Financial Year</td></tr>
<tr><td>Interpretation
GCC 2.2</td><td colspan="4">The project will be completed in the following sections: Not Applicable</td></tr>
<tr><td>Interpretation
GCC2.3</td><td colspan="4">The following additional documents shall form part of the contract:
(a) Agreement,</td></tr>
</table>

GCC Clause Reference	Special Conditions
	(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**	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation **GCC 5.1**	The Project Manager *may not* delegate his/her duties.
Notices **GCC 6**	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____ For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance **GCC 13.1**	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for *the full amount of the works including removal of debris, professional fee etc...)* (b) for loss or damage to Equipment: *(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.* (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract *for an amount representing the value of the properties that are*

<table>
<tr><th>GCC Clause Reference</th><th>Special Conditions</th></tr>
<tr><td></td><td>

exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).

(d) for personal injury or death:

(i) of the Contractor's employees:*[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].*

(ii) of other people: *[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].*

(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.

The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.

</td></tr>
<tr><td>**Site Date**
GCC 14.1</td><td>

The site Data shall be:

<table>
<tr><th>Locality</th><th>Constituency</th><th>Latitude</th><th>Longitude</th></tr>
<tr><td>*Masambo*</td><td>*Kongola*</td><td>*17°50'52.96"S*</td><td>*22°59'17.40"E*</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

</td></tr>
<tr><td>**Possession of the Site**
GCC 20.1</td><td>The Site Possession Date shall be: After signing of contract</td></tr>
<tr><td>**Procedure for Disputes**
GCC 24</td><td>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.</td></tr>
<tr><td>**Program**
GCC 25.1</td><td>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.</td></tr>
<tr><td>**GCC 25.3**</td><td>Program updates be required.</td></tr>
</table>

GCC Clause Reference	Special Conditions
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 (l)**	*Adverse weather conditions*: 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 not* 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 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

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

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.*