



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

PROCUREMENT MANAGEMENT UNIT

**Request for Quotation
for
(Works)**

**PARTITIONING OF OFFICES AT THE TRUST AND SHAPUMBA, MICT
BUILDINGS**

Procurement Reference No: W/RFQ/29-04/2024

Name of The Bidder:	
Contact Details:	
Email Address:	
Total (N\$) Vat included	Lot A:
	Lot B :

Closing date: 18 July 2024

Ministry of Information, Communication & Technology
Private Bag 13344
Trust Building
301 Independence Avenue
Windhoek
Tel: 061-283 9111

REPUBLIC OF NAMIBIA
Ministry of Information &
Communication Technology
Procurement

2024 -07- 01

**PRIVATE BAG 13344
WINDHOEK**



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Tel: (+264 61) 283 9111
Fax: (+26461) 221672
Ref: 4/5/4

Private Bag 13344
Windhoek
Namibia

Letter of Invitation

TO: All Bidders

01 July 2024

Procurement Reference No: **W/RFQ/29-04/2024**

PARTITIONING OF OFFICES AT THE TRUST AND SHAPUMBA, MICT BUILDINGS

Dear Sir/Madam

The **Ministry of Information and Communication Technology** invites you to submit your quotation for the listed works described in detail hereunder. Your offer should be indicated on this form with any annexure which you may wish to enclose in a sealed envelope and should be addressed to the **Procurement Management Unit (PMU), The Ministry of Information and Communication Technology –Trust Building, 2nd Floor. The Quotation/offer should state the Bid Description and Reference No: W/RFQ/29-04/2024**

Your quotation/offer should reach the **Ministry of Information and Communication Technology** on or before **18 July 2024 by 10:00**.

Bidders are urged to **initial each page and ensure that all space provided in this document are completed**. Furthermore, bidders must indicate no quote for services that they cannot render. Failure to adhere to instructions, your bid may be disqualified.

Queries, if any, should be addressed to the **Head of PMU**, following email: [**pmu@mict.gov.na**](mailto:pmu@mict.gov.na)

Please prepare and submit your quotation in accordance with the instructions given.

Yours Faithfully,

MR. ANDREAS AMUNYELA

HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Information and Communication Technology** reserves the right to:

- a) To split the contract as per the lowest evaluated cost item where applicable
- b) To accept or reject any quotation.
- c) To cancel the quotation process and reject all quotations at any time prior to contract award.
- d) Reduce or increase the quantity of items where applicable.
- e) Cancel bid not finalised with (2024/2025) financial year.

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

- (a) The quotation validity period shall be **120 days** from the date of bid submission deadline.
- (b) The Bid validity period shall be **120 days**.

4. Eligibility Criteria

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

- (a) have a valid certified copy of Company Registration Certificate/Founding Statement. **Core business should be in line with this bid.**
- (b) have an original or valid certified copy of Good Standing Tax Certificate; **(should be valid upon bid closing date)**
- (c) have an original or valid certified copy of Good Standing Social Security Certificate; **(should be valid upon bid closing date)**
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, a confirmation letter from employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, 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; **(should be valid upon bid closing date)**

- (e) have a certificate indicating SME Status (for Bids reserved for SMEs); (Optional); **(should be valid upon bid closing date)**
- (f) Submit signed a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.
- (h) Submit signed Bid-Securing Declaration.
- (i) Attend the compulsory site meeting on **Tuesday, 09 July 2024 @ 10h00 on site Trust Building, and 11h00 on site at Shapumba Building.**
- (j) Submit two (2) or more reference letters for similar work (Partitioning) performed in the past 5 years with contact details certified by the police.
- (k) complete all spaces provided and initial each page of the bidding document.

NB: Copies should be certified by the Namibian Police, failure to provide certified copies or originals of the above mandatory documents will result in disqualification of your bid. Also ensure that the mandatory documents are valid upon the bid closing date.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **60 working days** after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at the entrance foyer, Ministry of Information and Communication Technology, Independence Avenue, Windhoek **not later than 18 July 2024 at 10:00.** Quotations by post or hand delivered should reach the Ministry by the same date and time at latest. Late quotations will be rejected.

NB! 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. The Bid Opening report with the quoted amount will be available to any bidding on request within seven (7) working day after the opening, will be posted on the website of the Public Entity and available to any bidder on request within seven (7) working after the opening.

10. Evaluation of Quotations

The Ministry of Information and Communication Technology have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10.1 Evaluation of Criteria:

Evaluation Methodology

Evaluation is going to be conducted by Bid Evaluation Committee (BEC) accordance to the following criteria as stated in table 1, 2, 3 and 4 in phases. Bidders must meet the criteria of each phase in order to proceed to the next phase. Bidders who fail to meet the criteria will be disqualified. The Ministry has the right to allocated Lot A and Lot B to one technically complaint and financially responsive Bidder or Lot A to one Bidder and Lot B to another Bidder, pending the compliance criteria's.

Phase 1: Administrative Requirements

The Evaluation Committee will examine the bids to confirm that all documentary evidence establishing the Bidder's qualification requested in ITB 2-4 Clauses have been provided, and to determine whether bid comply with administrative requirements of the Bidding Document. A bidder that obtains a "NO" in any of the criteria shall be deemed non-responsive and will be disqualified.

Phase 2: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with Yes in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation). A bidder that obtains a "NO" in any of the criteria shall be deemed non-responsive and will be disqualified.

Phase 3: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table 3 as per the weights stated therein. The total technical evaluation is out of 100 marks. For a bidder to proceed to the next phase (phase 4 – financial evaluation), the bidder must score 70 marks and above. Bidders who fail to achieve the required minimum score of 70 will be deemed as "technically non-responsive". Such bidders will be excluded from being considered for further evaluation.

Phase 4 Financial Evaluation

Bid will be awarded as follows: Only Bidders amounts who quoted within 10% above and 10% below the estimate amount of the Bill of Quantity will be added together and divided by the total number of qualified bids. The bidder whose amount is closest to the average will be awarded.

Formula: Total amount of qualifying bids with the 10% above and below /**the number of qualified bids** = **Total bid Average**.

Table 1: Administrative Evaluation

#	DESCRIPTION	Yes/No
1.	Bidder has submitted the duly completed, signed, stamped, and dated Bid Submission Sheet Form;	
2.	Attend the compulsory site meeting on 09 th July 2024 at 10h00, Trust Building and Shapumba Building at 11h00.	
3.	Priced Bills of Quantities with black ink and nicely cancelled and initialled where a correction is made.	
4.	Bidder has submitted the duly filled in, signed, stamped, and dated Bid Securing declaration;	
5.	All pages of the bid are signed or initialled by the person signing the bid	
6.	Bid is written in English language	
7.	Offered period of validity of the bid is in line with the period (120 days)	
8.	The bidder has attended compulsory site meeting.	

Table 2: Mandatory Requirements

Qualification information is listed in addition to the criteria listed in ITB 4 the following criteria shall apply:

Document Description	Yes/No
<ul style="list-style-type: none"> A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement) 	
<ul style="list-style-type: none"> An original (or certified copy) of a <u>Valid</u> Good Standing Certificate: Social Security Commission (SSC certificates are valid only for 1-month from date of issue unless stated otherwise) 	
<ul style="list-style-type: none"> An original (or certified copy) of a <u>Valid</u> Certificate of Good Standing for Tax from the Ministry of Finance: Inland Revenue (the validity period of the tax certificate is stated in the document). If the bidder claims VAT on the price quoted, then the certificate of good standing for Tax provided must include the bidder's status on VAT) 	

<ul style="list-style-type: none"> An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, or exemption in terms of Section 42 of the Affirmative Action Act, 1998 (these certificates are valid for 12-months from date of issue unless stated otherwise) 	
<ul style="list-style-type: none"> 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; 	
<ul style="list-style-type: none"> 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; 	
<ul style="list-style-type: none"> have a certificate indicating SME Status (for Bids reserved for SMEs); (should be valid upon bid closing date) 	
<ul style="list-style-type: none"> 100% Namibian owned SME's only or the entities is registered in Namibia with no less than 51% equity owned by Namibian citizens of which no less than 30% is owned by previously disadvantaged persons 	
<ul style="list-style-type: none"> Company nature is the same as the one of the bid (Attach founding statement) 	

Table 3: Technical Evaluation

In addition to the criteria listed in ITB 4 the following criteria shall apply:

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 65 marks**. Bids achieving a combined evaluation score **below 65 marks** will be deemed non-responsive and will not be further considered.

S/ N	Description	Source of Verification	Scoring Notes	Scores(Points)	Total
1.	Material offered	Specification	Scoring Notes	Scores	Total
	Full compliance with Specifications	Bill of Quantity/Company quotation	Full compliance	30	50
			Partially deviated but does not have any material effect.	20	
			None compliance	0	
2.	Working experience	Reference letters attached for similar work (partitioning)	Two (2) or more reference letters attached	20	30

		performed in the past 5 years	One (1) reference letter attached	10	
3.	Programs of Works (project schedules)	Detailed work of program in form of a Bar chart or Gantt chart showing detailed key tasks and time period.	Detailed work program attach in form of a Bar Chart or Gantt chart	15	20
			Detailed work program attached in other format from the scribe one or no detailed work of program attached	5	
			No detailed work of program attached	0	
Total				100	

I Have read through the Evaluation Criteria and fully understand, for the criteria that I did not understand I seek clarity on the following date..... and was assist by.....

Name:		Signature:	
Position:		Date:	

11. Technical Compliance

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

12. Prices and Currency of Payment

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

13. Margin of Preference

13.1 The applicable margins of preference and their application methodology are as follows: **Applicable based on "Code of Good Practice on Preferences"**.

13.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Applicable based on "Code of Good Practice on Preferences"**.

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 or Letter of Acceptance** in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of **10 %** of the contract price.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments.

If your quotation is not authorised, it will be rejected.

Quotation addressed to:	
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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

The validity period of our Quotation is _____ 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 _____ days from date of issue of Purchase Order/ Letter of Acceptance.

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

We declare that we "qualify/do not qualify" for Margin of Preference applicable to small and medium enterprises and shall upon request submit documentary evidence in this respect.

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(5)
and 56(2))**

Date:[Day/Month/year]

Procurement Ref No.: W/RFQ/29-04/2024

**To: Ministry of Information and Communication Technology, Independence Avenue,
WINDHOEK**

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

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

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

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

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

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

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

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

Dated on _____ **day of** _____

Signature _____

Corporate Seal (where appropriate)

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

***Delete if not applicable / appropriate**



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and
section 50(2)(D) of the public procurement act, 2015

1. EMPLOYERS DETAILS

Company Trade Name.....

Registration Number

Vat Number:

Industry/Sector:

Place of Business.....

Physical Address.....

Tel 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.



**APPLICATION FOR PREFERENCE FORM IN TERMS OF PUBLIC PROCUREMENT
CODE OF GOOD PRACTICE ON PREFERENCE, 31 JANUARY 2023**

DATE.....

PROCUREMENT REF:

SUBJECT.....
.....
.....

TO: MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

I/We owner of(company name) in terms of the Public Procurement Act no.15 of 2015, Code of Good Practice on preference hereby wishes to apply for exclusive preference in the following categories;

Please tick on the appropriate column:

Tick	Category	Margin of preference	Documentary evidence to be attach
	Manufacturer	2%	-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%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
	Women owned enterprise	1%	- 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%	- 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%	-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%	-declaration and proof that the bidder meets the requirements set out in the bidding document
	Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian citizens
	TOTAL	10%	

NB: Failure to attach the Documents Evidence and declaration will result in the application deemed invalid and will not be consider.

The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

(Only applicable if applying for preference on code of good practices)

DECLARATION FORM

I/We owner of (company name) hereby declare:
(Choose only where its applicable)

-% of my company shares are owned by Previously Disadvantage Person(PDP).
-% of my company shares are owned by youth. (age 15-30)
-% of my company shares are owned by women.
- **Employees % Namibian citizen.**

(Company must employ 50% more Namibian citizen)

Therefore, I would like to apply for exclusive preference in terms of the Public Procurement Act no.15 of 2015, Code of Good practice on preference ,2023.

Signed

.....

...

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

Capacity of:

.....

...

[indicate legal capacity of person (s) signing]

Name:

.....

...

Date

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS:

1. Partitioning of the offices at Trust and Shapumba Buildings.
2. Site inspection is compulsory before quoting and is on **Tuesday, 09 July 2024 @ 10h00 on site Trust Building, and 11h00 on site at Shapumba Building.**
3. **The Site is at: Trust Building, Independence Avenue and Shapumba Building Ausspannplatz,**

NB! Failure to attend the site inspection would result to disqualification of your bid.

B. DRAWINGS

N/A

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/29-04/2024

Trust Building: Lot A

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Taking out and removing partitioning Drywall partitioning not exceeding 3m high complete with all doors, glazed openings, etc.	7.0	m		
2.	Door size 813 x 2032mm high 40mm thick hollow cored flush doors with hardboard covering on both sides and concealed hardwood edge	14.0			
3.	Work tops 600mm wide 32mm work tops with post formed front edges	3.0	m		
4	Drywall steel stud partitioning with bottom track plugged and top track fixed to underside of ceiling				
4.1	Partition 2.7m high solid full height	263.66	m		
4.2	Extra over partition 2.7m high for corner	8.0			
4.3	Extra over partition 2.7m high for T-intersection	11.0			
4.4	Extra over partition for frame for single door size 813 x 2032mm high	14.0			
4.5	Extra over partition for frame for double door size 1551 x 2032mm high	2.0			
5	Barrel bolts and flush bolts work				
5.1	100 x 75mm Aluminium butt hinge with aluminium pin and nylon washers	28.0			
6.	Cupboard and drawer locks				
6.1	Oval single cylinder lock with oval profile lock case and brass forend	14.0			
7.	One coat sealer and two coats polyurethane velvet enamel paint				
7.1	On drywall partitions	7.1	m2		
8.	One coat wood primer, one coat undercoat and two coats polyurethane velvet enamel paint				
8.1	On flush doors	150	m2		

Total value of building items	
Value of scheduled Items	
Contingence @10%	
Sub Total	
Escalation @18%	
Sub Total	
Preliminaries @8%	
Sub – total	
VAT @15%	
Grand Total	

Priced Activity Schedule Authorised By:

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

Shapumba Building: Lot B

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Taking out and removing doors, windows sashes from frames, gates, etc and prepare to receive new				
1.1	Aluminium sash from aluminium window and prepare frame to receive new (elsewhere measured)	7.0			
2.	Taking out and removing doors, windows, frames, etc (alterations to opening and / or building up openings)				
2.1	Aluminium door with sidelights and fanlights exceeding 5m2 and not exceeding 7.5m2 in area	2.0			
3.	Taking out and removing joinery fittings and the like				
3.1	Counter tops and work tops only	5.0	m		
3.2	Bedroom cupboard unit, wall unit timber shelving units and the like not exceeding 3m high	3.0	m		
4.	40mm thick hollow cored flush doors with hardboard covering on both sides and concealed hardwood edge				
4.1	Door size 813 x 2032mm high	1.0			
5.	Drywall steel stud partitioning with bottom with bottom track plugged and top track fixed to underside of ceiling and				
5.1	Partition 2.7 high solid full height	70.0			
5.2	Extra over partition 2.7m high for corner	1.0			
5.3	Extra over partition for frame for single door size 813 x 2032mm high	1.0			
6.	Barrel bolts and flush bolts work				
6.1	100 x 200mm brass heavy duty projecting hinge	6.0			
6.2	100 x 75mm Aluminium butt hinge with aluminium butt hinge with aluminium pin and nylon washers	2.0			
7.	Cupboard and drawer locks				
7.1	Oval single lock with oval profile lock case and brass forend	1.0			

7.2	Oval double cylinder lock with oval profile lock case and brass forend	7.0			
8.	'Matador Squeegee or other equal and approved				
8.1	Silver anodised aluminium door stop with rubber buffer fixed to floor	7.0			
9.	Commercial quality mild steel plates				
9.1	Rectangular or square hollow section purlins and rafters	70.0	kg		
10.	Rifeng Pex Pipe				
10.1	tinted 5mm aluminium obscure glass	300.0	m2		
11.	Wash with metal conditioner and two coat Acrylic PVA paint				
11.1	On gates, grilles, burglar screens, balustrades, et. (both sides measured flat)	30.0	m2		
12.	One coat wood primer, one coat undercoat and two coats polyurethane velvet enamel paint				
12.1	On flush doors	4.0	m2		

Total value of building items	
Value of scheduled Items	
Contingence @10%	
Sub Total	
Escalation @18%	
Sub Total	
Value of Non-Scheduled items:	
Mark-up at 10%	
Sub Total	
Preliminaries @8%	
Sub – total	
VAT @15%	
Grand Total	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/29-04/2024**

[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]

Partitioning of the offices at Trust and Shapumba Building			
Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Partitioning of office at Trust Building Lot A		
2.	Partitioning of office at Shapumba Building Lot B		

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. **G/RFQ-WCC**) **Ministry of Information Communication and Technology; Private Bag 13344; Windhoek**: except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a **Purchase Order** and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/29-04/2024**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Ziegie Willemse
Site GCC 1.1(aa)	The Site is located at Ministry of Information Communication and Technology Trust Building
Start Date GCC 1.1(dd)	The Start Date shall be: _____
The Works GCC 1.1(h)	The Works consist of: _____
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.
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

GCC Clause Reference	Special Conditions
	<p>this Bidding Document and the contact's name shall be: <u>Mr. Andreas Amunyela: PMU@mict.gov.na</u></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> <p>_____</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> <p>a) for the Works, Plant and Materials: </p> <p>b) for loss or damage to Equipment: </p> <p>c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</p> <p>d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></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>
Intended Completion Date GCC 16.1	<p>The Intended Completion Date for the whole of the Works shall be:</p>
Procedure for Disputes	<p>No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the</p>

GCC Clause Reference	Special Conditions
GCC 24	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 N/A days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates [shall] be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: [One year; 366 days] days.
Payment Certificates GCC 39.7	"A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	[Its rain season]
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (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. * * Delete as appropriate
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are [10%] per day. The maximum amount of liquidated damages for the whole of the Works is [10 % of the quoted price] .
Advance Payment GCC 48.1	(i) No advance payment shall be made*

GCC Clause Reference	Special Conditions
Performance Security GCC 49.1	(i) A Performance Security is not applicable
GCC 56.1	"As built" drawings or operating and maintenance manuals [are not] 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: [NA]

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/29-04/2024

Description	Attached	Not Attached
Quotation letter attached		
Priced Activity Schedules attached		
Specification and Compliance Sheet attached		
Bid Securing Declaration attached		
Certified Mandatory documents attached		
Quotation on bidder's letterhead attached		
Document is duly completed and initialled at each page		
The principal of business: Construction & Renovations		

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.