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# Request for Quotations of Works

**Removal and disposal of asbestos roof sheets at NamWater Staff Parking (By a Registered Asbestos Handling Contractor) and Supply and install new IBR roof sheets at NamWater Staff Parking.**

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## Procurement Reference No: W/RFQ/NW-017/2024

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Contact Phone number	Work:	Mobile:

Documents must be posted / delivered to:

**The Quotation/Bid Box**

Att: Procurement Management Unit, ([bids@namwater.com.na](mailto:bids@namwater.com.na))

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Thursday, 18 April 2024 at 11h00**

**Non- Compulsory site meeting: Thursday, 11 April 2024 at 10h00 at NamWater head office  
Windhoek**

**NO LATE BIDS WILL BE ACCEPTED!**



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Namibia Water Corporation Ltd.  
Private Bag 13389, Windhoek, Namibia  
Tel: +264 61 71 2066  
Fax: +264 61 21 074

## Letter of Invitation

[Name and Address of Bidder \_\_\_\_\_]

**Procurement Reference Number: W/RFQ/NW-017/2024**

**26 March 2024**

Dear Prospective Bidders,

**Request for Quotations for Removal and disposal of asbestos roof sheets at NamWater Staff Parking (By a Registered Asbestos Handling Contractor) and Supply and install new IBR roof sheets at NamWater Staff Parking.**

NamWater 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 Procurement Management Unit (E-mail: [bids@namwater.com.na](mailto:bids@namwater.com.na)) Private Bag 13389 Windhoek, Namibia.

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,

Procurement Management Unit

PMU

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

NamWater 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 certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document; The company registration document must also clearly indicate ownership;
- (b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath. **Certificate should be valid as at the date of bid submission.**
- (c) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good Standing Social Security Certificate, as certified by the Commissioner of Oath. **Certificate should be valid as at the date of bid submission.;**
- (d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath. **Certificate should be valid as at the date of bid submission.**

- (e) Submit signed Bid-securing Declaration.
- (f) 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) Fitness certificate from City of Windhoek
- (h) Company profile
- (j) Client References (at least 2 reference letters provided indication removal and disposal of asbestos containing materials)
- (j) Proof of valid and active registration with the Ministry of Labour as a Registered Asbestos Contractor.
- (k) Proof of registration as a hazardous waste transporter with the relevant local authorities
- (l) Proof of registration/permit to dispose hazardous waste at a registered hazardous waste disposal site
- (n) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit  
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank  
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank  
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development

<http://www.ebrd.com/pages/about/integrity/list.shtml>

- Inter-American Development Bank Group  
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group  
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

## 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 15 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 NamWater 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 Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Thursday, 18 April 2024 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

**Quotations received by e-mail will not be considered.**

## 9. Opening of Quotations

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

## 10. Evaluation of Quotations

NamWater 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.

## 1. Technical Evaluation

		Maximum score
<b>Completeness of bidding documents</b>		<b>15</b>
<b>Experience in removal and disposal of asbestos containing materials &amp; installation of roof structures.</b>		35
More than 3 years	35 points	
Less than 2 years	25 points	
No experience	0	
<b>Company Profile (detail of experience, references, business address and insight to activities)</b>		15
Detailed company profile indicating the following:	15 points	
Business Address		
Demographics (number of employees)		
Geography (operational coverage)		
Office space		
Company profile not clearly narrated	5 points	
No profile	0	
<b>Client References (at least 2 reference letters provided indication removal and disposal of asbestos containing materials)</b>		35
At most 2 references were contactable	35 points	
At most 1 reference were contactable	15 points	
No reference was contactable	0	
<b>TOTAL</b>		<b>100</b>

The total Technical Qualification criteria score is out of **100%** marks. Only Bidders with a minimum **70%** marks score for Technical Qualification criteria will proceed to the next evaluation criteria (Financial Evaluation).

### 11. Technical Compliance

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

### 12. Prices and Currency of Payment

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

### 13. Margin of Preference

Not applicable

### 14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and

conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. Notification of Award and Debriefing**

NamWater 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, NamWater shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation addressed to:	<b>Namibia Water Corporation Ltd (NamWater)</b>
Procurement Reference Number:	<b>W/RFQ/NW-017/2024</b>
Subject matter of Procurement:	<b>Request for Quotations for Removal and disposal of asbestos roof sheets at NamWater Staff Parking (By a Registered Asbestos Handling Contractor) and Supply and install new IBR roof sheets at NamWater Staff Parking.</b>

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

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

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

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

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of 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	

*[This form is to be deleted if Bid Securing Declaration is not applicable.]*     **Appendix to Quotation Letter**

**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**

**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.

## SECTION III: STATEMENT OF REQUIREMENTS

### A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No.	Payment Clause	Description	Unit	Quantity	Rate (N\$)	Total (N\$)
		<b><u>PRELIMINARY AND GENERAL</u></b>				
		-				
	<b>SABS 1200A</b>	<b><u>GENERAL</u></b>				
		-				
<b>1</b>	<b>8.3</b>	<b><u>FIXED CHARGE ITEMS</u></b>				
1.1	8.3.1	Contractual Requirements including Insurance's	Sum	1		
1.2		Personal Protective Equipment (PPE) for the workers	Sum	1		
		-				
<b>2</b>	<b>SABS 1200A</b>	<b><u>TIME - RELATED ITEMS</u></b>				
		<u>Contractual Requirements</u>				
		-				
	8.3.2	<u>Operate and Maintain Facilities on the Site for the Duration of the Contract</u>				
		-				
	8.3.2.2	<u>Facilities for the Contractor</u>				
		-				
2.1	8.4.2.2 (g)	Water supplies, electric power and communications	Sum	1.0		
		-				
2.2	8.4.5	<u>Other time-related services (specify):</u>	Sum	1.0		
		-				
<b>CARRIED FORWARD TO SUMMARY</b>						
<b>Item No.</b>	<b>Payment Clause</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (N\$)</b>	<b>Total (N\$)</b>
		<b><u>PROVISIONAL SUMS</u></b>				
		-				
<b>3</b>	<b>SABS 1200A</b>	<b><u>GENERAL</u></b>				
		-				

		<u>Sums stated provisionally</u>				
		<u>Dayworks</u>				
		-				
3.1	8.7	Allow provisional sum to cover the cost of material ordered by NamWater	Sum	1.0	10,000.00	10,000.00
3.2	8.5(b)(2)	Percentage to be added to item 3.1	%			
3.3	8.7	Allow provisional sum to cover the cost of work done by labour ordered by NamWater	Sum	1.0		
3.4	8.5(b)(2)	Percentage to be added to item 3.3	%			
3.5	8.7	Allow provisional sum to cover the cost of work done with plant and equipment ordered by NamWater	Sum	1.0		
3.6	8.5(b)(2)	Percentage to be added to item 3.5	%			
<b>CARRIED FORWARD TO SUMMARY</b>						
<b>Item No.</b>	<b>Payment Clause</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (N\$)</b>	<b>Total (N\$)</b>
<b>4</b>		<b><u>REFURBISHMENT OF THE PARKING ROOF STRUCTURE</u></b>				
		<u>Removal of existing roof structure</u>				
4.1		Removal and transportation of asbestos cement roof sheets to the Kupferberg Hazardous Waste Landfill disposal site.	m <sup>2</sup>	1950.00		
4.2		Disposal of asbestos cement sheets in an approved manner at the Kupferberg Hazardous Waste Landfill.	m <sup>2</sup>	1950.00		
		<u>Supply and Install Roof Sheeting</u>				
4.3		0.6mm thick IBR Roof-Sheeting	m <sup>2</sup>	1950.00		
4.4		0.6mm thick IBR Roof-Sheeting bull nose on the front and back	m	350.00		
4.5		Standard fascia board on exposed sides edges of the roof structure	m	30.00		
4.6		Extra items (bolts, nuts, washers, plates etc...)	kg	300.00		
	<b>SABS 1200 HC</b>					

	8.2.3	<u>Additional corrosion protection on site after erection, as per SABS HC: Clause 8.2.3</u>				
4.7		Painting of all roof sheets and fascia boards with enamel paint (Colour: Pearl Grey 12, Neo Dur High Gloss Enamel or similar approved to SABS 630-2)	m <sup>2</sup>	2000.0		
5		<b><u>CLEANING AND FINISHING</u></b>				
5.1		Cleaning and finishing of site after completion of the works and the removal of all construction rubble and debris to approved spoil sites	Sum	1		
<b>6</b>	<b>SABS 1200 A</b>	<b><u>GENERAL</u></b>				
		The Bidder shall list below and price on a lump sum basis any additional items which in his opinion are not adequately covered elsewhere under this section				
6.1			Sum	1.00		
6.2			Sum	1.00		
6.3		-	Sum	1.00		
<b>CARRIED FORWARD TO SUMMARY</b>						

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NW-017/2024**

*[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]*

*The quantities shown below are approximate and not subject to re-measurement for payment purposes.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	<b>Request for Quotations for Removal and disposal of asbestos roof sheets at NamWater Staff Parking (By a Registered Asbestos Handling Contractor)</b>				
2.	<b>Supply and install new IBR roof sheets at NamWater Staff Parking.</b>				
				<b>Subtotal</b>	
Enter 0% VAT rate if VAT exempt.				<b>VAT @      %</b>	
				<b>Total</b>	

\*Columns A to D to be completed as applicable by the Public Entity

### 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: **W/RFQ/NW-017/2024**

*[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]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	As per scope of works as per section III		

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

### Specifications and Compliance Sheet Authorised By:

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

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of NamWater ([www.namwater.com.na](http://www.namwater.com.na)) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NW-017/2024**

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
Employer GCC 1.1(r)	Namibia Water Corporation Ltd (NamWater)
Intended Completion Date GCC	The intended completion date is 30 days after the acceptance of the Purchase Order.
Project Manager GCC 1.1(y)	The Project Manager is: <b>Ms. T Titus</b> Namibia Water Corporation Ltd 176 Iscor Street Northern Industrial Area Private Bag 13389 <b>WINDHOEK, Namibia</b>
Site GCC 1.1(aa)	The Site is located at NamWater HQ Parking and is defined in Section III: _____
Start Date GCC 1.1(dd)	The Start Date shall be: After Issue of Purchase Order.
The Works GCC 1.1(hh)	The Works consist of NamWater HQ Parking.
Interpretation GCC 2.2	The project will be completed in the following sections: <b>Not applicable</b>
Interpretation GCC2.3	The following additional documents shall form part of the contract: <b>not applicable</b>
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 [ <b>may</b> ] 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 <b>NamWater</b>

GCC Clause Reference	Special Conditions
	<p><b>Procurement Management Unit</b>  <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a>  <b>Tell no: 061712009</b>  <b>Private Bag 13389 Windhoek, Namibia.</b></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><b>Insurance</b>  <b>GCC 13.1</b></p>	<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"> <li>(a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...)</li> <li>(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.</li> <li>(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).</li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(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].</li> <li>(ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</li> </ul> </li> <li>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</li> </ul> <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>

GCC Clause Reference	Special Conditions
<b>Site Date GCC 14.1</b>	The site Date shall be: Available after award to successful bidder
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: <b>14 days after receiving Purchase Order</b>
<b>Procedure for Disputes GCC 24</b>	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.
<b>Program GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within <b>15</b> days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates <b>shall</b> be required..
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: <b>180</b> days
<b>Payment Certificates GCC 39.7</b>	“ 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”.
<b>Payments GCC 40</b>	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.
<b>Adverse weather Conditions GCC 41.1 (l)</b>	Floods and heavy rains
<b>Price Adjustment GCC 44.</b>	The Contract [ <b>is not</b> ] subject to price adjustment.
<b>Retention GCC 45.</b>	(i) no proportion of any payments shall be retained
<b>Liquidated Damages GCC 46.1</b>	The liquidated damages for the whole of the Works are [0.10] per day.  The maximum amount of liquidated damages for the whole of the Works is [10% of days].
<b>Bonus</b>	The rate for the Bonus per calendar day is: <b>Not applicable</b>

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>GCC 47.1</b>	
<b>Advance Payment GCC 48.1</b>	(i) No advance payment shall be made*
<b>Performance Security GCC 49.1</b>	(i) No Performance Security is required
<b>GCC 56.1</b>	“As built” drawings or operating and maintenance manuals are not required.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: Not applicable

**SCHEDULE 1:****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/RFQ/NW-017/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Submit signed Bid-securing Declaration.		
Valid company Registration Certificate Copy from <b>Ministry of Trade and Industry</b>		
Original valid good standing Tax Certificate from <b>Inland Revenue</b> or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from <b>Social Security Commission</b> or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Valid Affirmative Action Compliance Certificate, proof from <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
<b>Fitness certificate</b> from City of Windhoek		
<b>Company profile</b>		
<b>Client References (at least 2 reference letters provided indication removal and disposal of asbestos containing materials)</b>		
<b>Proof of valid and active registration with the Ministry of Labour as a Registered Asbestos Contractor.</b>		

<b>Proof of registration as a hazardous waste transporter with the relevant local authorities</b>		
<b>Proof of registration/permit to dispose hazardous</b>		