



## KAVANGO WEST REGIONAL COUNCIL

### Request for Quotations for Works

---

#### **“CONSTRUCTION OF TWENTY-FIVE (25) BUILD TOGETHER HOUSES – KATWITWI SETTLEMENT”**

---

Procurement Reference No: W/RFQ/KWRC-06/2025/26

**Document Issued:**

**05 DECEMBER 2025**

**Closing Date & Time: 22 DECEMBER 2025 @11H00**

Name of Bidder: \_\_\_\_\_

Contact Number of Bidder: \_\_\_\_\_

LOT Number: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Bid Amount (Price of a single unit multiply by number of houses):

N\$ \_\_\_\_\_

(From Summary Bill of Quantities, Inclusive of VAT)

*The head of;  
Procurement Management Unit  
Kavango West Regional Council  
E-mail: [hugoberth.hamanyami@kavangowestrc.na](mailto:hugoberth.hamanyami@kavangowestrc.na)  
Private Bag 6294, Nkure-nkuru*

*Tel: +264 66 264875/6  
Fax: +264 66 264853*



## KAVANGO EAST REGIONAL COUNCIL

*Tel: +264 66 264 875/6*  
*Fax: +264 66 264853*  
*Inq: Matheus Kasera*

*Private Bag 6294*  
*Nkure-nkuru*

### Letter of Invitation

**05 December 2025**

**Dear Prospective bidders**

Construction of twenty-five (25) build together houses – Katwitwi Settlement – Kavango West Region

The Kavango West Regional Council 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 Kavango East Regional Council, **Ms Kamukwanyama Leopoldine**, Tel: +264 66 264875/6, for administrative issues and **Mr. Matheus Kasera**; Tel: +264 66 264875/6 on technical issues.

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,

**Hugoberth M. Hamanyami**  
**Head of Procurement Management Unit**  
**Kavango West Regional Council**



# BIDDING DOCUMENT

## TABLE OF CONTENTS

<b>Section I: Instructions to bidders .....</b>	
<b>Section II: Quotation Letter .....</b>	
<b>Section III: Statement of Requirements .....</b>	
A. Scope of works, specifications and performance requirements....Error! Bookmark not defined.	
<b>SECTION IV: PRICED ACTIVITY SCHEDULE.....</b>	
<b>Section VI: General Conditions Of Contract And Contract Agreement .....</b>	
<b>Section VIII SPECIAL Conditions Of Contract.....</b>	

## SECTION I: INSTRUCTIONS TO BIDDERS

**NB: Section 66(1)(b) of the Public Procurement Act 15 of 2015 will apply. “A staff member of the Board or public entity involved in planning or conducting procurement process or contract administration must undertake – to act in the public interest and in accordance with this Act.”**

### 1. Rights of Public Entity

The Kavango West Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (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; and
- (b) the Priced Activity Schedule 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 Sealed 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 *180* 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 copy of Company Registration Certificate;**
- (b) **Have an original valid or certified copy of Good Standing Tax Certificate;**
- (c) **Have an original valid or certified copy of Good Standing Social Security Certificate;**
- (d) **Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Act, 1998;**
- (e) **Have a certified copy of SME Certificate**
- (f) **Submit a signed Bid Securing Declaration**

- (g) **Attach at least Two (2) Practical Completion Certificate for previous experience in construction**
- (h) **Business Principle must be in line with this procurement**
- (i) **Attach Ccertified Identity Document (s) of the Company Owner (s)**
- (j) **Submit work Program indicating duration and deliverable milestone.**

**(k) Additional requirements**

- (a) Document to be filled completed with black ink
- (b) All pages of the bidding document must be initialled.
- (c) All correction must be initialled.
- (d) No eraser (Tippex) to be used.
- (e) No correction to the original Bill of Quantities is allowed.
- (f) Use of Government envelop will lead to disqualification.
- (g) Submit complete signed and stamped **Bid-securing Declaration;**

**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 **90 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 Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia** with the **Bidder's name and contact information at the back of the envelope.**

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at the **KAVANGO WEST REGIONAL COUNCIL, PROCUREMENT MANAGEMENT UNIT, OFFICE NO: 07 UN PLAZZA Nkurenkuru, KAVANGO WEST REGION**, not later than **Tuesday, 18 DECEMBER 2025 at 11H00AM** Quotations by post or hand delivered should reach **KAVANGO WEST REGIONAL COUNCIL, PROCUREMENT MANAGEMENT UNIT, OFFICE NO: 07 UN PLAZZA Nkurenkuru, KAVANGO WEST REGION** 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 **Kavango West Regional Council-Procurement management Unit** immediately after the closing time referred to in

instruction 8 above. A record of the Quotation Opening stating the name of the bidders and the amount, the presence or absence of a Bid Securing/Bid-Security Declaration will be put on the website of the **Kavango West Regional Council-Procurement Management Unit**, and available to any bidder on request within three working days of the Opening.

#### **10. Evaluation of Quotations**

**Kavango West Regional Council-Procurement Management Unit** shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost to determine the lowest evaluated quotation.

#### **11. Technical Compliance**

The **Kavango West Regional Council-Procurement Management Unit** shall have right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

#### **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

#### **13. Margin of preferences**

Not applicable

#### **14. Award of Contract**

**Bidder will be awarded per lot and no bidders will be awarded for more than one lot.** 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. **The bid will be awarded to the bidder within the threshold of 0% above and not less than 5% below the cost estimate amount.** Successful bidder will sign contract with agreement with Kavango West Regional Council before work commencement.

#### **15. Notification of Award and Debriefing**

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

## SECTION II: QUOTATION LETTER

*(To be completed by Bidders)*

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BDS.

We undertake to abide ethical conduct 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 to disqualification on the grounds mentioned in the BSD.

The validity period of the 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 be awarded the contract **prior to the expiry** date revision or variation, if we of the quotation validity.

Works will commence within \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ 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./Fax	

**Appendix to Quotation Letter**

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

**Procurement Ref No.: W/RFQ/KWRC-06/2025/26**  
**To: Kavango West Regional Council**

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's  
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:

\_\_\_\_\_

Capacity \_\_\_\_\_ of:

\_\_\_\_\_

Name: \_\_\_\_\_ -

\_\_\_\_\_

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal/ Stamp (where appropriate)



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Witten undertaking in terms of section 138 of the Labour Act, 2025 and section 50(2)(D) of the Public Procurement Act, 2025**

**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: Construction of twenty-five (25) build together houses – Katwitwi settlement – Kavango West Region (2025-2026 FY)

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

### SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

#### SCOPE OF WORKS

Construction of twenty-five (25) build together houses – Katwitwi Settlement – Kavango West Region (2025-2026 FY) as per below lots

##### LOT 1

CONSTITUENCY	SETTLEMNT	QUANTITY
Mpungu	1. Katwitwi	8
		Total: 8 Houses

##### LOT 2

CONSTITUENCY	SETTLEMNT	QUANTITY
Mpungu	1. Katwitwi	8
		Total: 8 Houses

##### LOT 3

CONSTITUENCY	SETTLEMNT	QUANTITY
Mpungu	1. Katwitwi	9
		Total: 9 Houses

**SECTION IV: PRICED ACTIVITY SCHEDULE: CONSTRUCTION OF TWENTY-FIVE (25) BUILD TOGETHER HOUSES – KATWITWI SETTLEMENT – KAVANGO WEST REGION (2025-2026 FY)**  
**BILL OF QUANTITIES:**

Procurement Reference Number: **W/RFQ/KWRC-06/2025/26**

**The quantities shown below are approximate, and subject to re-measurement for payment purposes.**

## **BILL OF QUANTITIES AND DRAWINGS**



# BUILT TOGETHER HOUSE

## SCHEDULE OF QUANTITIES

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
	<b>SECTION 1: EARTHWORK</b>				
1.1	Excavations in trenches				
	Excavate in all materials for trenches, backfill, compact and dispose of surplus /unsuitable material, for :Trench for strip footing thickening to surface	m3	25		
1.2	Carting away of excavated material				
	Extra over all demolishing and excavations for loading and carting away building rumbles and surplus excavated material to an approved dumping ground by City of Windhoek	m3			-
1.3	Filling				
	Backfilling to trenches, holes, etc.				
	Selected material obtained from excavations and spread, level, water and compact to not less than 93% of the modified AASHTO maximum density in layers not exceeding 150mm and trim to level	m3	0.20		
1.4	Filling under floors, steps, paving, etc.				
	Selected material obtained from excavations and spread, level, water and compact to not less than 93% of the modified AASHTO maximum density, and trim to level	m3	0.15		
Carried Forward To Summary					-



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
<b>SECTION 2: CONCRETE WORK</b>					
2.1	Concrete work in foundation				
	Grade 25 Mpa/19mm unreinforced concrete for strip foundation against excavated surface	m3	2.93		
2.2	Concrete work in surface bed				
	Grade 25Mpa/19mm concrete in Surface bed including thickening under, cast in panels on waterproofing membrane (membrane elsewhere)	m3	1.79		
2.3	Concrete work in First floor				
	Grade 30Mpa/19mm concrete in slab and columns	m3			-
	Grade 30Mpa/19mm concrete in beams	m3			-
2.4	Formwork				
	Provisional sum for work	m2			
	Reinforcement	ton			
<b>Carried Forward To Summary</b>					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
<b>SECTION 3: MASONRY</b>					
3.1	Brickwork in 73mm solid concrete masonry units (Super brick) having a compressive strength of 14Mpa in Class II cement mortar in: Walls and linings				
	Block bricks in all walls	m2	57.76		
	220mm Brick wall (boundary wall) 7 Mpa	m2			
3.2	Brickwork reinforcement in foundation				
	Steel fabric 150mm wide (Sub-structure)	m			
3.3	Superstructure Brickwork				
	Brickwork in 73mm solid concrete masonry units (Super brick) having a compressive strength of 7Mpa in Class II cement mortar in: Walls and linings				
	110mm Brick wall	m2			-
3.4	Brickwork reinforcement in Superstructure				
	Steel fabric 150mm wide (super-structure)	m	140.8		
3.5	One coat cement plaster wood floated smooth on brick to walls	m2	66		
<b>Carried Forward To Summary</b>					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
	<b>SECTION 4: WATERPROOFING</b>				
4.1	Damp proof course  375-Micron type B plain polyolefin film in suitable widths bedded on and including class II mortar  Damp proof course laid on walls etc.	m	18		
4.2	One layer of 250 Micron "USB Green" polyethylene damp proof membrane in suitable widths, including maintaining in position during concreting (measured nett)  Damp proof membrane laid on surface of filling to receive concrete surface bed, etc.	m2	17.9		
Carried Forward To Summary					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF QUANTITIES**

BUILT TOGETHER HOUSE	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
<b>SECTION 5: ROOF COVERING</b>					
5.1	<p>Profiled sheeting of metal, fibre-cement plastic, etc</p> <p>0,5mm IBR profile roof sheeting and accessories fixed with galvanised steel fasteners to steel purlins</p> <p>Sheeting laid to roof in single lengths to pitch not exceeding 25 degrees</p>	m2	23.1		
5.2	<p>Insulation</p> <p><i>Sisalation code 410 residential grade reinforced aluminium foil reflective insulation</i></p> <p>Insulation to roof laid taut between roof sheeting and Steel purlins (purlins at approximately 900mm centres) and fixing with and including 40mm x 3,26mm counter batten strips 1,1m long (measured nett)</p>	m2			
5.30	<p>Roof trusses</p> <p>Rafter( 75 x 50 x 20 mm lipped channel)</p>	kg/m3	22.6		
Carried Forward To Summary					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
	<b>SECTION 6: CAPENTRY AND JOINERY</b>				
6.10	Doors				
	D2- 2032 x 762 x 44mm Thick, semi-solid flush panel external Door with eggshell enamel paint	No			
	Standard 2030 x 762 x 44mm thick Internal doors or similar	No	3		
6.2	Cupboards	SUM			
Carried Forward To Summary					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
	<b>SECTION 7: CEILLINGS</b>				
7.1	Ceilings				
	Gypsum ceilling at 1200mm centers with "Dulux" PVA arcylc emulsion paint and 600 x 600mm trap door. 75mm Coverd "Rhino" gypsum plasterboard cornices with "Dulux" PVA arcylc emulsion paint and fitted flush in opening	m2			
	Ceiling brandering complete	m			
Carried Forward To Summary					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
<b>SECTION 8: METALWORK</b>					
8.1	Door frames, including building into brickwork				
	2 panel aluminium sliding door complete with sliding door SD complete with locksets and steel hinges (locksets elsewhere)	No			
	Type 1A single rebated frame for one-brick wall to suit single leaf door without fanlight, size 813mm x 2032mm	No			-
	Type 1A single rebated frame for two-brick wall to suit single leaf door without fanlight, size 813mm x 2032mm	No	3		
8.2	Total sum for windows and installation	Sum	1		
<b>Carried Forward To Summary</b>					



BUILT TOGETHER HOUSE

SCHEDULE OF  
QUANTITIES

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
	SECTION 9: TILING				
9.1	Floor and wall tiles	m2			
	Floor and wall tiles as per clients choice including adhesive, grout and edge trims				
Carried Forward To Summary					



**BUILT TOGETHER HOUSE**

**SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
	<b>SECTION 10: PLUMBING</b>				
10.1	Rainwater disposal; Eaves gutters, downpipes, etc., in 0,6mm galvanised mild steel				
	100mm x 100mm Rectangular eaves gutter secured to steel	m			
	Extra over 100mm x 100mm rectangular eaves gutter for outlet and junction to 75mm diameter downpipe	No			
10.2	Waste water				
	Unplasticised polyvinyl chloride (uPVC) waste, soil and vent pipes with and including plain ends and sockets jointed together with solvent cement jointing with pipes ranging from 40mm to 50mm diameter	Sum	1		
10.3	Plumbing fittings				
	All internal plumbings (Basins, Shower column, baths tab)	Sum	1		
	External Plumbing	Sum			
	Gyser	No			
Carried Forward To Summary					-



BUILT TOGETHER HOUSE

SCHEDULE OF  
QUANTITIES

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
SECTION 11: ELECTRICAL WORK					
11.1	Electrical work	Sum	1		
Carried Forward To Summary					-

**BUILT TOGETHER HOUSE****SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
<b>SECTION 12: PAINTWORK</b>					
12.1	One coat alkali resistant primer, one coat undercoat and two coats exterior quality acrylic PVA paint, on:				
	Internal plastered wall	m2	27.28		
	External plastered wall	m2			
	Ceiling	m2			
Carried Forward To Summary					

**BUILT TOGETHER HOUSE****SCHEDULE OF  
QUANTITIES**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE (N\$)	AMOUNT (N\$)
<b>SUMMARY OF BILL OF QUANTITY</b>					
<b>SECTIONS</b>	<b>DESCRIPTION</b>				
1	EARTHWORK				
2	CONCRETE WORK				
3	MASONRY				
4	WATERPROOFING				
5	ROOF COVERING				
6	CARPENTRY AND JOINERY				
7	CEILLINGS				
8	METALWORK				
9	TILING				
10	PLUMBING				
11	ELECTRICAL WORK				
12	PAINTWORK				
	TOTAL OF BILL OF QUANTITIES				
	15% VAT				
<b>TOTAL AMOUNT</b>					



**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/KWRC-06/2025/26**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Please refer to Sections III and IV above		

**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 Works - Ref. W/GCC on the website of the Public Entity: <https://mof.gov.na/standard-bidding-documents> except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/KWRC-06/2025/26**

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

Subject and GCC clause reference	Special Conditions
<b>Employer</b> GCC 1.1 (r)	Kavango West Regional Council
<b>Intended Completion Date</b> GCC	Ninety (90) days from date of award
<b>Project Manager</b> GCC 1.1 (y)	Mr. Matheus Kasera
<b>Site</b> GCC 1.1(aa)	Katwitwi settlement; Kavango West Region
<b>Start Date</b> GCC 1.1 (dd)	Within 7 days after issue of the Purchase Order Agreement
<b>The Works</b> GCC 1.1 (hh)	Construction of build together houses – Katwitwi Settlement – Kavango West Region (2025-2026 FY)
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract: _____ _____ ..... .....
<b>Language and Law</b> GCC 3.1	The language of the contract is English The law of Namibia applies to the contract
<b>Delegation</b> GCC 5.1	The Project Manager May Delegate his/her duties.

Subject and GCC clause reference	Special Conditions
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <p>Employer:</p> <p><b>Contact: Matheus K. Singambwe</b></p> <p><b>Kavango West Regional Council</b>  <b>Private Bag 6294,</b>  <b>Nkurenkuru, Namibia,</b>  <b>Namibia</b></p> <p>For the Contractor, the address and contact name shall be as given on the first page of the Purchase Order/ Letter of Acceptance and the contact name shall be:</p> <p>_____</p> <p>_____</p>
<b>Procedure for Disputes GCC 24</b>	<p>No adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and 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 disputes 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.</p>
<b>Program GCC 25.1</b>	<p>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.</p>
<b>GCC 25.3</b>	<p>Program updates shall be required</p>
<b>Defects Liability Period GCC 33.1</b>	<p>The Defects Liability Period is: 12 months</p>
<b>Payment Certificates GCC 39.7</b>	<p>A single statement of the estimated value 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.</p>
<b>Payments GCC 40</b>	<p>The amount certified by the Project Manager shall be paid in full within 30 business days of receipt by the Employer of an invoice, supported by:</p> <ul style="list-style-type: none"> <li>(a) The payment certificate</li> <li>(b) A certificate of Completion of Works</li> </ul>
<b>Adverse Weather Conditions GCC 41.1 (1)</b>	<p><i>Namibia Meteorological Services</i> to define adverse weather conditions.</p>
<b>Price Adjustment GCC 44</b>	<p>The contract is not subject to price adjustment.</p>

Subject and GCC clause reference	Special Conditions
<b>Retention GCC 45</b>	(i) <b>10%</b> 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.
<b>Advance Payment GCC 48.1</b>	(i) No advance payment shall be made
<b>Performance Security GCC 49.1</b>	No performance security is required
<b>Operating and Maintenance Manuals GCC 56.1</b>	“As built” drawings or operating and maintenance manuals are required
<b>Payment upon termination 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: 10% to the value of works

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.: **W/RFQ/KWRC-06/2025/26**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Valid copy of Company Registration Certificate		
Original valid or certified copy of Good Standing Tax Certificate		
Original valid or certified copy of Good standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
Valid SME Certificate		
Signed Bid Securing Declaration		
Practical Completion Certificate x2		
Certified Identity Document (s) of the Company Owner (s)		

**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 bid 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.