



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

PROCUREMENT MANAGEMENT UNIT

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Fax (063) 242511
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Government Office Park, Luther Street
Private Bag 13391
Windhoek, Namibia

Request for Quotations For Works

**MINOR RENOVATION OF SIX (6) STAFF HOUSES AND 7 HOSTEL
BLOCKS AT KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE**

Procurement Reference No: W/RFQ/027-03/2024

Closing date: **Tuesday, 27 August 2024**

Bidders Name.....

Total Quotation Amount.....



REPUBLIC OF NAMIBIA
MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

Letter of Invitation

Procurement Reference No: W/RFQ/027-03/2024

22 July 2024

Dear Prospective Bidder

MINOR RENOVATION OF SIX (6) STAFF HOUSES AND 7 HOSTEL BLOCKS AT KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE.

The Ministry of Sport, Youth and National Service invites you to submit your best quote for the items described in detail hereunder.

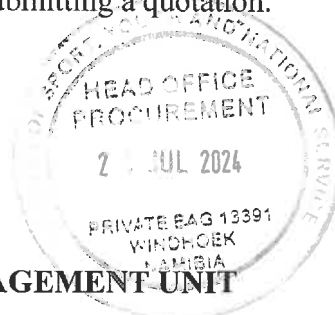
Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to:

- (a) Ms. Vehinda Tjatindi (061-270 6134) – Administrative enquires
- (b) Mr. Gift Karuhamba (081222 5108) - Technical enquires

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,

Mrs. Leonie van Wyk
HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Sport, Youth and National Service per the lowest evaluated cost per lot; and 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 60 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 company Registration Certificate;
- (b) Have a valid good standing Tax Certificate;
- (c) Have a valid good Standing Social Security Certificate;
- (d) Have a valid 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;
- (e) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) have a certificate indicating SME Status

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be one month 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 Box located **at Ministry of Sport, Youth and National Service**, Head Office, Government Office Park. Ministry of Education Building, Ministry of Sport, Youth and National Services, Second Floor, Registry Office, Room 226 at Reception not later than **Tuesday, 27 August 2024 at 11h00am**. Quotations by post or hand delivered should reach Ministry of Sport, Youth and National Services by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered. **Mark the Procurement Reference number and closing date and time on top of your sealed envelope.**

9. Opening of Quotations

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

10. Evaluation of Quotations

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

The benchmark set by Ministry of Sport, Youth and National Services will be taken into consideration during 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

13.1 The applicable margins of preference and their application methodology are as follows

Category	Margin of Preference	Documentary Evidence to be provided
MSME	1%	Certified copy of SME registration certificate Declaration indicating the percentage of Namibian MSME ownership
PDP owned enterprises	2%	Certified copy of ID's of all shareholders Certified copy of founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian PDP's ownership
Women owned enterprise	2%	Certified copies of ID's of all share holders Certified copy of Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	ID's of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian Youth ownership
Service rendered by Namibian citizens	1%	Declaration that bidder employs 50% or more Namibian citizens

In line with the paragraph 9 (3) of the Notice of issuance of code of good practice on preference referred to in section 71 and 72 of the Public Procurement Act, 15 of 2015 bidders are requested to **include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.**

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. Performance Security

N/A

16. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven 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:	Ministry of Sport, Youth National Services
Procurement Reference Number:	W/RFQ/RFQ-03/2024
Subject matter of Procurement:	MINOR RENOVATION OF SIX (6) STAFF HOUSES AND 7 HOSTEL BLOCKS AT KAI/GANAXAB YOUTH SKILLS TRAINING CENTRE

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 attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our Quotation is _____ [Bidder to insert number 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 _____ [Bidder to insert number 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. [Bidder to strike out as appropriate]

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:

Procurement Ref No.: .W/RFQ/027-03/2024

To:

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

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

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

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

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

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

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

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

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

Corporate Seal (where appropriate)

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

***delete if not applicable / appropriate**



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:

Registration Number:

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tell No.:

Fax No.:

Email Address:

Postal Address:

Full name of Owner/Accounting Officer:

.....

Email Address:

2. PROCUREMENT DETAILS

Procurement 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

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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/027-03/2023**

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Minor renovation of six (6) staff houses and 7 hostel blocks at Kai//Ganaxab Youth Skills Training Centre		

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**) available at Ministry of Sport, Youth and National Service website: www.msyns.com except where modified by the Special Conditions below.

SECTION VI: 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 available at Ministry of Sport, Youth and National Services or website: www.msyns.com except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/027 - 03/2024**

SECTION III: STATEMENT OF REQUIREMENTS

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS / DRAWINGS:

N/A

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/027-03/2024**

[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\$)
	Minor renovations of staff houses	6			
	Minor renovations of hostel blocks	7			
	As per attached Bill of Quantity				
				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised By:

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

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. D. Kaambu
Site GCC 1.1(aa)	The Site is located at Kai//Ganaxab Youth Skills Training Center in the Mariental area in Hardap Region
Start Date GCC 1.1(dd)	The Start Date shall be: September/October 2024
The Works GCC 1.1(hh)	MINOR RENOVATION OF SIX (6) STAF HOUSES AND SEVEN (7) HOSTEL BLOCKS AT KAI//GANAXAB YOUTH SKILLS TRAINING CENTRE
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: 1. For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Mr. Gift Karuhamba . 2. For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be:
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well). (d) for personal injury or death: (i) of the Contractor's employees:[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].

GCC Clause Reference	Special Conditions
	<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	60 days after receipt of purchase order
Possession of the Site GCC 20.1	7 days within receipt of Purchase Order
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 3 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	Not Applicable
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	<p>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:</p> <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Not Applicable
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45	(i) No proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 0.05 % of contract sum per day.
Advance Payment GCC 48.1	(i) No advance payment shall be made.
Performance Security GCC 49.1	(i) No Performance Security required.

GCC Clause Reference	Special Conditions
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: No additional cost will be added and work should be done as per quote and requested.

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

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

PROCUREMENT REFERENCE NO.: **W/RFQ/027-03/2024**

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

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.



Republic of Namibia

MINISTRY OF WORKS AND TRANSPORT

MAINTENANCE CONTRACT CONTROL - DEPARTMENT OF WORKS
BUILDING CONSTRUCTION
BILL OF QUANTITY

CONTRACTOR:

SERVICE REQUEST No: MAR11/0052/24

REQUEST DATE: 6/26/24 12:00 AM

CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATION OF STAFF DWELLING AT
KAI//GANAXAB CENTRE.

CONTRACTOR No:

REGISTRATION No:

PROJECT No: 44

CONTRACT No: 7

DATE PRINTED: 29 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Taking down and removing ceilings, etc				
0054	Softboard or gypsum board ceilings including brandering and cover strips and cornices	6.0	m2		
	Taking out and removing doors, windows sashes from frames, gates, etc and prepare to receive new				
0078	Single timber or steel door from steel or timber frame and prepare frame to receive new door (elsewhere measured)	10.0	No		
	Taking out and removing sundry ironmongery items, etc				
0105	Door locks, handles, hinges, door number plates, kicking plates, flush bolts, barrel bolts and the like	33.0	No		
	Taking out and removing taps and mixers				
0120	Pillar tap, bib tap or angle valve	25.0	No		
	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0122	Stainless steel or earthenware wash hand basin	3.0	No		
	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0123	High level or low level cistern with flush pipe and prepare to receive new	3.0	No		



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	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0129	Fire hose reel	1.0	No		
	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0132	Steel or acrylic bath of all sizes	2.0	No		
	Taking out and removing pipework, inclusive of valves, etc				
0133	Water supply and waste pipes of differing diameters and pipe types from walls	88.0	m		
	Taking out and removing glass from steel, timber or aluminium windows and prepare to receive new (new glass				
0152	Glass from steel windows, doors, sidelights and fanlights	7.1	m2		
	Replacing of individual roofing sheets in repairs in isolated areas				
0198	0.5mm Galvanised corrugated iron roof sheeting in single length sheets in repairs in isolated areas	4.9	m2		
	Softboard ceilings				
0211	Replace damaged or missing ceiling board or panel with new 12mm softboard ceiling board in repairs in isolated areas fixed to	8.0	m2		



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KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Repairs to steel and timber windows				
0259	Replace missing or damaged peg stay to steel or timber window with new solid brass or chromium plated peg stay 210mm long	4.0	No		
	Repairs to steel and timber windows				
0261	Replace missing or damaged window handles to side hung sashes of steel or timber window with new solid brass or	8.0	No		
	Sundries				
0273	Replace damaged or missing striker plate in steel or timber door frame	20.0	No		
	Soap dishes, toilet roll holders, etc				
0294	Replace missing or damaged toilet roll holder with new white glazed semi-recessed toilet roll holder size 150 x 150mm	5.0	No		
	Repairs to w.c. suites and flushing valves				
0345	Replace missing or damaged ball valve with plastic float unit to w.c. cistern	3.0	No		
	Repairs to w.c. suites and flushing valves				
0346	Replace missing or damaged beta valve flush unit to w.c. cistern	3.0	No		



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KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Repairs to w.c. suites and flushing valves				
0352	Replace missing or damaged w.c.seat with new heavy duty double seat and flap	5.0	No		
	40mm Semi-solid flush doors with hardwood veneer both sides and concealed hardwood edge strips				
0877	Door size 813 x 2032mm high	9.0	No		
	Wrot Meranti				
0886	44mm Framed, ledged, braced and battened door size 813 x 2032mm high formed of 44 x 108mm stiles and top rail, 22 x	2.0	No		
	Medium density fibre cement flat boards				
1015	6mm Fibrecement ceiling board in full length sheets fixed to branderling (elsewhere measured) with and including 8 x 50mm	1.9	m2		
	Cylinder locks				
1164	Four lever upright mortice deadlock with stainless steel forend	30.0	No		
	Polyethylene, duranite, etc				
1652	Basin size 510 x 405mm with two tapholes bolted to walls	3.0	No		



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KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Polyethylene, duranite, etc				
1660	Low level paraplegic w.c. suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, purpose	3.0	No		
	Vulcathene				
1668	32mm Basin waste union with vulcanite plug and chromium plated chain and stay	3.0	No		
	Vulcathene				
1669	40mm Bath or sink waste union with vulcanite plug and chromium plated chain and stay	4.0	No		
	Chromium plated brass				
1671	40mm Deep seal 'P' or 'S' trap	4.0	No		
	Chromium plated brass				
1672	32mm Bottle trap including tailpipe and wall flange	3.0	No		
	Vacuum breakers, relief valves, etc				
1688	15mm Brass fullway gate valve	2.0	No		



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KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Vacuum breakers, relief valves, etc				
1690	25mm Brass fullway gate valve	3.0	No		
	Water meters of semi-positive rotary piston type with flanged connections				
1704	20mm Vacuum breaker	8.0	No		
	Water meters of semi-positive rotary piston type with flanged connections				
1708	20mm 'Masterflo' 400KPa pressure reducing valve with strainer and integral non-return valve	4.0	No		
	Chromium plated brass medical taps and mixers				
1725	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors	11.0	No		
	Chromium plated brass medical taps and mixers				
1729	15mm Hose bib tap with hose union	6.0	No		
	Chromium plated brass medical taps and mixers				
1730	15mm Raised nose pillar tap	8.0	No		



Republic of Namibia

MINISTRY OF WORKS AND TRANSPORT

MAINTENANCE CONTRACT CONTROL - DEPARTMENT OF WORKS
BUILDING CONSTRUCTION
BILL OF QUANTITY

CONTRACTOR:

SERVICE REQUEST No: MAR11/0052/24

REQUEST DATE: 6/26/24 12:00 AM

CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATION OF STAFF DWELLING AT
KAI//GANAXAB CENTRE.

CONTRACTOR No:

REGISTRATION No:

PROJECT No: 44

CONTRACT No: 7

DATE PRINTED: 29 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Water heaters				
1760	100 Litre Geyser for horizontal or vertical installation	2.0	No		
	Water heaters				
1761	150 Litre Geyser for horizontal or vertical installation	2.0	No		
	Extra over class 0 copper pipes for brass capillary fittings				
1840	15mm Pipe fixed or chased into walls	48.0	m		
	Extra over class 0 copper pipes for brass capillary fittings				
1841	22mm Pipe fixed or chased into walls	40.0	m		
	Extra over class 0 copper pipes for brass compression fittings (conex)				
1846	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	19.0	No		
	Extra over class 0 copper pipes for brass compression fittings (conex)				
1847	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	26.0	No		



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MAINTENANCE CONTRACT CONTROL - DEPARTMENT OF WORKS
BUILDING CONSTRUCTION
BILL OF QUANTITY

CONTRACTOR:

SERVICE REQUEST No: MAR11/0052/24

CONTRACTOR No:

REQUEST DATE: 6/26/24 12:00 AM

REGISTRATION No:

CONSTITUENCY: Mariental (Urban)

PROJECT No: 44

PROJECT NAME: DO MINOR RENOVATION OF STAFF DWELLING AT
KAI//GANAXAB CENTRE.

CONTRACT No: 7

DATE PRINTED: 29 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Sundries to water supplies work				
1929	'Everyway' hose reel complete with 30m rubber hose, chromium plated stopcock, shut-off nozzle and wall bracket	1.0	No		
	Extra over uPVC pipes for fittings				
1945	50mm Pipe fixed or chased into walls	16.0	m		
	Extra over uPVC pipes for fittings				
1948	50mm Pipes laid in ground under solid floors	4.0	m		
	4mm Common obscure glass				
2028	Panes exceeding 0.5m2 and not exceeding 2m2	6.5	m2		
	4mm Clear acrylic sheeting				
2031	Panes exceeding 0.5m2 and not exceeding 2m2	0.6	m2		
	One coat primer and two coats exterior quality PVA emulsion paint				
2081	On ceilings, including cornices and cover strips	8.0	m2		



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CONTRACTOR:

SERVICE REQUEST No: MAR11/0052/24

CONTRACTOR No:

REQUEST DATE: 6/26/24 12:00 AM

REGISTRATION No:

CONSTITUENCY: Mariental (Urban)

PROJECT No: 44

PROJECT NAME: DO MINOR RENOVATION OF STAFF DWELLING AT
KAI//GANAXAB CENTRE.

CONTRACT No: 7

DATE PRINTED: 29 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	One coat wood primer, one coat undercoat and two coats polyurethane velvet enamel paint				
2131	On flush doors	35.0	m2		



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REQUEST DATE: 6/26/24 12:00 AM

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PROJECT NAME: DO MINOR RENOVATION OF STAFF DWELLING AT
KAI//GANAXAB CENTRE.

CONTRACTOR No:

REGISTRATION No:

PROJECT No: 44

CONTRACT No: 7

DATE PRINTED: 29 June 2024

ITEM DESCRIPTION	AMOUNT
Total Value of Building	
Value of Scheduled Items:	
Contingence at 0.10	
Sub Total:	
Escalation at 0.18	
Sub Total:	
Value of Non-Scheduled Items:	
Markup at 10 %	
Sub Total:	
Sub Total:	
District Factor %	
District Allowance	
Sub Total:	
Preliminaries %:	
Preliminary Allowance:	
Sub Total:	
VAT 15 %	
Grand Total:	



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BUILDING CONSTRUCTION
BILL OF QUANTITY

CONTRACTOR:

SERVICE REQUEST No: MAR11/0042/24

REQUEST DATE: 6/26/24 12:00 AM

CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:

REGISTRATION No:

PROJECT No: 45

CONTRACT No: 8

DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Taking down and removing ceilings, etc				
0054	Softboard or gypsum board ceilings including brandering and cover strips and cornices	8.5	m2		
	Taking out and removing doors, windows, frames, etc (alterations to openings and / or building up openings				
0097	Timber single or double door and steel door frame exceeding 2.5m2 and not exceeding 5m2 in area	1.0	No		
	Taking out and removing doors, windows, frames, etc (alterations to openings and / or building up openings				
0098	Steel single or double door and steel door frame not exceeding 2,5m2 in area	40.0	No		
	Taking out and removing sundry ironmongery items, etc				
0105	Door locks, handles, hinges, door number plates, kicking plates, flush bolts, barrel bolts and the like	89.0	No		
	Taking out and removing taps and mixers				
0120	Pillar tap, bib tap or angle valve	101.0	No		
	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0122	Stainless steel or earthenware wash hand basin	3.0	No		



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HOSTEL

CONTRACTOR No:

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DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0123	High level or low level cistern with flush pipe and prepare to receive new	17.0	No		
	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting				
0129	Fire hose reel	1.0	No		
	Taking out and removing glass from steel, timber or aluminium windows and prepare to receive new (new glass				
0152	Glass from steel windows, doors, sidelights and fanlights	2.8	m2		
	Softboard ceilings				
0211	Replace damaged or missing ceiling board or panel with new 12mm softboard ceiling board in repairs in isolated areas fixed to	18.5	m2		
	Cornices and cover strips				
0218	Replace damaged or missing cover strip with new 8 x 50mm wrot meranti cover strip	60.0	m		
	Repairs to steel and timber windows				
0259	Replace missing or damaged peg stay to steel or timber window with new solid brass or chromium plated peg stay 210mm long	6.0	No		



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CONSTITUENCY: Mariental (Urban)
PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:
REGISTRATION No:
PROJECT No: 45
CONTRACT No: 8
DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Repairs to steel and timber windows				
0261	Replace missing or damaged window handles to side hung sashes of steel or timber window with new solid brass or	8.0	No		
	Sundries				
0273	Replace damaged or missing striker plate in steel or timber door frame	14.0	No		
	Soap dishes, toilet roll holders, etc				
0294	Replace missing or damaged toilet roll holder with new white glazed semi-recessed toilet roll holder size 150 x 150mm	7.0	No		
	Soap dishes, toilet roll holders, etc				
0295	Replace missing or damaged soap dish with new white glazed semi recessed single soap dish size 150 x 150mm	15.0	No		
	Take delivery of, transport to the site, store, protect and lay ceramic tiles fixed with and including adhesive to				
0303	Replace missing or damaged ceramic floor tiles with new tiles in small isolated patches in repairs	28.0	m2		
	Repairs to w.c. suites and flushing valves				
0343	Replace missing or damaged 50mm flexible rubber cone to wc pan and flush pipe	9.0	No		



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CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:

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DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Repairs to w.c. suites and flushing valves				
0345	Replace missing or damaged ball valve with plastic float unit to w.c. cistern	10.0	No		
	Repairs to w.c. suites and flushing valves				
0352	Replace missing or damaged w.c.seat with new heavy duty double seat and flap	18.0	No		
	Re-fixing of existing sanitary fittings in new position (removal of sanitary fittings elsewhere measured)				
0358	Stainless steel single or double bowl sink and drainer unit	2.0	No		
	40mm Semi-solid flush doors with hardwood veneer both sides and concealed hardwood edge strips				
0877	Door size 813 x 2032mm high	20.0	No		
	Wrot Meranti				
0886	44mm Framed, ledged, braced and battened door size 813 x 2032mm high formed of 44 x 108mm stiles and top rail, 22 x	21.0	No		
	Cornices				
1016	L-shaped softboard cornice formed of 12 x 75mm and 12 x 65mm softboard strips planted on	1.8	m		



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CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
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CONTRACTOR No:

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DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Cylinder locks				
1164	Four lever upright mortice deadlock with stainless steel forend	48.0	No		
	Cylinder locks				
1166	Bathroom / WC upright mortice lock with stainless steel forend	6.0	No		
	Cupboard and drawer locks				
1175	Euro profile double cylinder lock with Euro profile narrow stile lock case and brass forend	43.0	No		
	Curtain tracks work				
1214	20mm Chromium plated shower curtain rail 900mm long including end flange brackets	4.0	No		
	Curtain tracks work				
1215	Shower curtain of 100% polyester mildew resistant and water proof fabric size 1450 x 2000mm long overall including 30mm	50.0	No		
	Take delivery of, transport to the site, store, protect and lay ceramic tiles fixed with and including adhesive to				
1572	Walls	16.0	m2		



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CONSTITUENCY: Mariental (Urban)
PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:
REGISTRATION No:
PROJECT No: 45
CONTRACT No: 8
DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Take delivery of, transport to the site, store, protect and lay ceramic tiles fixed with and including adhesive to				
1573	Tops of slabs	2.8	m2		
	Polyethylene, duranite, etc				
1652	Basin size 510 x 405mm with two tapholes bolted to walls	3.0	No		
	Polyethylene, duranite, etc				
1659	Low level close coupled w.c. suite comprising wash down pan with matching 9 litre low level cistern with lid and fitments and	9.0	No		
	Polyethylene, duranite, etc				
1660	Low level paraplegic w.c. suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, purpose	6.0	No		
	Porcelain enamelled steel baths				
1663	9 Litre high-level duranite w.c. cistern complete with flushing mechanism, flush lever and flush pipe	5.0	No		
	Vulcathene				
1668	32mm Basin waste union with vulcanite plug and chromium plated 3.0 chain and stay	3.0	No		



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PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:
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DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Vulcathene				
1669	40mm Bath or sink waste union with vulcanite plug and chromium plated chain and stay	4.0	No		
	Chromium plated brass				
1671	40mm Deep seal 'P' or 'S' trap	4.0	No		
	Chromium plated brass				
1672	32mm Bottle trap including tailpipe and wall flange	3.0	No		
	Butyl rubber				
1677	40mm Bottle trap including tailpipe and wall flange	3.0	No		
	Butyl rubber				
1678	40mm Bath P-trap with combined overflow outlet pipe	2.0	No		
	Butyl rubber				
1679	40mm Shower trap with chromium plated grating	3.0	No		



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HOSTEL

CONTRACTOR No:
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DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Vacuum breakers, relief valves, etc				
1688	15mm Brass fullway gate valve	2.0	No		
	Vacuum breakers, relief valves, etc				
1690	25mm Brass fullway gate valve	3.0	No		
	Water meters of semi-positive rotary piston type with flanged connections				
1704	20mm Vacuum breaker	4.0	No		
	Water meters of semi-positive rotary piston type with flanged connections				
1708	20mm 'Masterflo' 400KPa pressure reducing valve with strainer and integral non-return valve	2.0	No		
	Chromium plated brass medical taps and mixers				
1725	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors	18.0	No		
	Chromium plated brass medical taps and mixers				
1729	15mm Hose bib tap with hose union	88.0	No		



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CONSTITUENCY: Mariental (Urban)
PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:
REGISTRATION No:
PROJECT No: 45
CONTRACT No: 8
DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Chromium plated brass medical taps and mixers				
1730	15mm Raised nose pillar tap	8.0	No		
	Water heaters				
1760	100 Litre Geyser for horizontal or vertical installation	2.0	No		
	Water heaters				
1761	150 Litre Geyser for horizontal or vertical installation	2.0	No		
	Extra over class 0 copper pipes for brass capillary fittings				
1840	15mm Pipe fixed or chased into walls	6.0	m		
	Extra over class 0 copper pipes for brass capillary fittings				
1841	22mm Pipe fixed or chased into walls	8.0	m		
	Extra over class 0 copper pipes for brass capillary fittings				
1843	35mm Pipe fixed or chased into walls	2.0	m		



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CONTRACTOR:

SERVICE REQUEST No: MAR11/0042/24

REQUEST DATE: 6/26/24 12:00 AM

CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:

REGISTRATION No:

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DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Extra over class 0 copper pipes for brass compression fittings (conex)				
1846	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	12.0	No		
	Extra over class 0 copper pipes for brass compression fittings (conex)				
1847	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	9.0	No		
	Extra over class 0 copper pipes for brass compression fittings (conex)				
1849	35mm Elbow	4.0	No		
	Sundries to water supplies work				
1929	'Everyway' hose reel complete with 30m rubber hose, chromium plated stopcock, shut-off nozzle and wall bracket	1.0	No		
	Sundries to water supplies work				
1932	9kg Carbon dioxide fire extinguisher fixed to and including 22 x 300 x 400mm hardwood backing board chamfered all round and	10.0	No		
	Extra over uPVC pipes for fittings				
1945	50mm Pipe fixed or chased into walls	7.0	m		



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CONTRACTOR:

SERVICE REQUEST No: MAR11/0042/24
REQUEST DATE: 6/26/24 12:00 AM
CONSTITUENCY: Mariental (Urban)
PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:
REGISTRATION No:
PROJECT No: 45
CONTRACT No: 8
DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all				
1958	50mm Access bend	2.0	No		
	Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all				
1972	50mm Air vent cowl	3.0	No		
	4mm Common obscure glass				
2028	Panes exceeding 0.5m2 and not exceeding 2m2	2.0	m2		
	4mm Clear acrylic sheeting				
2031	Panes exceeding 0.5m2 and not exceeding 2m2	0.8	m2		
	One coat primer and two coats exterior quality PVA emulsion paint				
2081	On ceilings, including cornices and cover strips	18.5	m2		
	One coat oil based stain and two coats clear gloss exterior quality UV protected polyurethane varnish				
2114	On flush doors	80.0	m2		



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CONTRACTOR:

SERVICE REQUEST No: MAR11/0042/24

REQUEST DATE: 6/26/24 12:00 AM

CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB
HOSTEL

CONTRACTOR No:

REGISTRATION No:

PROJECT No: 45

CONTRACT No: 8

DATE PRINTED: 30 June 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	One coat wood primer, one coat undercoat and two coats polyurethane velvet enamel paint				
2131	On flush doors	75.95	m2		



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BUILDING CONSTRUCTION

BILL OF QUANTITY

CONTRACTOR:

SERVICE REQUEST No: MAR11/0042/24

REQUEST DATE: 6/26/24 12:00 AM

CONSTITUENCY: Mariental (Urban)

PROJECT NAME: DO MINOR RENOVATIONS AT KAI//GANAXAB HOSTEL

CONTRACTOR No:

REGISTRATION No:

PROJECT No: 45

CONTRACT No: 8

DATE PRINTED: 30 June 2024

ITEM DESCRIPTION

AMOUNT

Total Value of Building

Value of Scheduled Items:

Contingence at 0.10

Sub Total:

Escalation at 0.18

Sub Total:

Value of Non-Scheduled Items:

Markup at 10 %

Sub Total:

Sub Total:

District Factor %

District Allowance

Sub Total:

Preliminaries %:

Preliminary Allowance:

Sub Total:

VAT 15 %

Grand Total: