



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

PROCUREMENT MANAGEMENT UNIT

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Government Office Park, Luther Street
Private Bag 13391
Windhoek, Namibia

Request for Sealed Quotations

MAINTENANCE WORK AT SWAKOPMUND MULTI-PURPOSE YOUTH RECOURCE CENTRE- MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE.

Procurement Reference Number: W/RFQ/027-03/2026

Closing date: **Monday, 20 APRIL 2026**

Bidders Name:

Total Quotation Amount.....



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Letter of Invitation

26 March 2026

**MAINTENANCE WORK AT SWAKOPMUND MULTI-PURPOSE
YOUTH RECOURSE CENTRE- MINISTRY OF EDUCATION,
INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

Procurement Reference Number: W/RFQ/027-03/2026

To: **PROSPECTIVES BIDDERS**

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture requests 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.

For enquiries, please do not hesitate to contact the following person:

1. Administrative enquiries: Ms. R. Puteho : Regina.Puteho@moe.gov.na
Ms. L. Van Wyk: Leonie.vanwyk@msysns.gov.na
2. Technical: Ms Tatuti Nakanyala +264 81 287 9953

Please prepare and submit your quotation on **Monday, 20 April 2026** at 11h00, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



MS R PUTHEO
DEPUTY DIRECTOR, HEAD PMU

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) the Supplier's Business principal must be in line;
- (e) the use of correctional fluid is prohibited;
- (f) corrections should be signed/initialled;
- (g) all pages must be initialled and every blank (provided) space must be completed; and
- (h) Any other attachment 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 not be retyped for completion.

3. Validity of Quotations

The Quotation validity period shall be 30 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name/title	Please tick
1	Signed Bid Securing Declaration	
2	Valid certified copy of Certificate of Tax Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
3	Valid Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
4	Valid certified copy of Good Standing Certificate with the Social Security Commission.	
5	Valid Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate . These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
6	Valid Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
7	A written undertaking , as contemplated in section 138(2) of the Labour Act No 11 of 2007.	

NB: PREFERENCES WILL BE GIVEN TO LOCAL BASED SUPPLIERS

5. Delivery

Delivery shall be **fourteen (14) days after the issuing of the Purchase Order**. A penalty of 1% per week shall be instituted on late delivery.

5.1 The following tests and inceptions will be conducted on the goods at delivery:

Check if it is correct delivery as specified on the request for quotation

If delivery is on time

If delivery note is attached

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Description**, addressed to the Ministry, with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid box at **Ministry of Education Building, at Ministry of Education, Innovation, Youth, Sport, Arts and Culture, Second floor, – Government Office Park, Luther Street, Procurement Management Unit, Windhoek, not later than 11h00 on Monday 20 April 2026.**

8. Opening of Quotations

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

9. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Technical Compliance

Bidders shall submit along with their quotations documents, **catalogues** and any other literature to substantiate compliance with the required specifications and to qualify deviations (if any), with respect to the Ministry's requirements.

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.

11. Prices and Currency of Payment

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars (N\$). The Ministry **shall not** consider price increases due to exchange rates; therefore bidders are advised to make their own projections.

12. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services, shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

13. Notification of Award and Debriefing

The Public Entity shall, after award of contract, promptly publish on the website, of the name of the successful bidder and the contract amount.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Complete this form with all the requested details and submit 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: Ministry of Education, Innovation, Youth, Sport, Arts and Culture.	
Subject matter of Procurement: W/RFQ/027-03/2026 MAINTENANCE WORK AT SWAKOPMUND MULTI-PURPOSE YOUTH RECOURSE CENTRE- MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, except for the qualified deviations [Bidder may delete this phrase in case of no deviation] and, 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 undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is 30 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order is as shown in the

List of Goods items and Price Schedule.

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	

BID SECURING DECLARATION
(Section 45 of Act) (Regulation 37(5) and 56(2))

Date:

To: Ministry of Sport, Youth and National Service

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:.....

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
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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: MAINTENANCE WORK AT SWAKOPMUND MULTI-PURPOSE YOUTH RESOURCE CENTRE- MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

INSTRUCTIONS TO THE PUBLIC BODY						INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to I shall be filled in by the Ministry. [To be filled by the Public Entity]						Bidders shall fill-in columns E – I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for all items (CxF) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I		
Item code	Description	Qty	UOM	*	Unit Price (Excl. VAT) N\$	Total price (Excl. VAT) N\$	Delivery Period (days)	Country of Origin		
1.	As per attached Bill of Quantity									
Sub Total										
COMPANY NAME:										
VAT 15%										
Total										
NAME OF STAFF:						ADDRESS:				
POSITION:						SIGNATURE: DATE:				

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Technical Specification Required
A*	B*
1.	MAINTENANCE WORK AT SWAKOPMUND MULTIPURPOSE YOUTH RECOURCE CENTRE

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	MAINTENANCE WORK AT SWAKOPMUND MULTIPURPOSE YOUTH RECOURCE CENTRE		

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. G/RFQ-GCC), except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Ministry of Education, Innovation, Youth, Sports, Arts and Culture. Swakopmund MPYRC
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For the Ministry, the address and the contact name shall be: Private Bag 13391, Windhoek Attention: MS. Tatuti Nakanyala</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p>
Delivery and Documents GCC 13.1	<p>The Service are to be delivered within <u>7</u> days from the date of the Purchase Order. The bidder to ensure that services is received as per client's expectation.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) Signed delivery note; and first Invoice for payment.</p>
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities

Subject and GCC clause reference	Special Conditions
Insurance GCC 24	The bidder bears the cost of insurance
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid
Inspection and Tests GCC 26.	Testing and commissioning of goods shall be at the supplier's expense
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1% per week. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____

SCHEDULE 2: COST STRUCTURE FOR VALUE-ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE-ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories (clinical supplies) & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	

Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant
SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Supplier/Bidder Name: _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Mandatory Documentations		

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



Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

Contractor: Service Request No: MSWK21/0750/25 Request Date: 15/09/2025 Date Printed: 15/9/2025
Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Breaking up or breaking down and removing brickwork or blockwork				
0014	One brick wall	4.5	m2		
	Taking down and removing roofs, etc				
0034	Malthoid roofing felt and timber boarding under, including turnups, flashings, etc (measured on flat to roof area on slope)	227.0	m2		
	Taking down and removing roofs, etc				
0042	Gutters and downpipes in short isolated lengths	91.0	m		
	Taking out and removing taps and mixers				
0120	Pillar tap, bib tap or angle valve	26.0	No		



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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

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Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
0128	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing off all water and waste pipes as necessary Shower set comprising shower rose and underwall stop cocks	7.0	No		
0130	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing off all water and waste pipes as necessary Electric geyser of differing sizes from wall	5.0	No		
0132	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing off all water and waste pipes as necessary Steel or acrylic bath of all sizes	2.0	No		
0136	Breaking up and removing manholes, gulleys, valve chambers, etc Small stopcock box including brick surround	3.0	No		



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Ministry of Works and Transport

Maintenance Contract Control - Department of Works

Building Construction - Bill of Quantity

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Project No: 421 Constituency: Swakopmund

Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Scaffolding work				
0173	Scaffolding to the external face of double storey buildings	50.0	m		
	Repairs and sundries to concrete work				
0185	25MPa Concrete in topping 100mm thick cast in panels to existing concrete floors, including preparation and finishing off smooth with a wood float or steel trowel	141.0	m2		
	Repairs and roof waterproofing and expansion joints				
0194	One layer ABE 2-ply Malthoid" slip sheet butt jointed and fixed with copper clout nails at 150mm centres with and including one layer 4mm thick "ABE Argo" applied by torch fusion in repairs in isolated areas"	227.0	m2		
	Sealing of existing roofs and flashings				
0197	Seal all ridges, hip cappings, valleys, side laps, end laps, side flashings, etc not exceeding 300mm wide or girth (measured on flat)	50.0	m	1	



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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

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Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Softboard ceilings				
0211	Replace damaged or missing ceiling board or panel with new 12mm softboard ceiling board in repairs in isolated areas fixed to underside of existing branderling, including neat chamfered joint of new to existing	200.0	m2		
	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	54.0	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 chromium plated window handles	40.0	No		
	Repairs to steel and timber windows				
0262	Replace missing or damaged fanlight catches to bottom hung sashes of steel or timber window with new solid brass or chromium plated spring loaded fanlight catches	60.0	No		



Republic of Namibia

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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

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Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Cement screeds steel trowelled or wood floated smooth				
0279	Prepare existing screeded or granolithic paved surfaces to receive new ceramic floor tiling (elsewhere measured)	194.0	m2		
	Repairs to w.c. suites and flushing valves				
0352	Replace missing or damaged w.c.seat with new heavy duty double seat and flap	2.0	No		
	Clean down and prepare and one coat Acrylic PVA paint				
0392	On external smooth plastered walls	261.0	m2		
	Clean down and prepare and one coat Acrylic PVA paint				
0396	Extra for additional one coat of paint	261.0	m2		



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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

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Project No: 421 Constituency: Swakopmund

Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit
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Clean down and prepare and one coat eggshell enamel paint

0397	On internal smooth plastered walls and columns	105.0	m2
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Clean down and prepare and one coat eggshell enamel paint

0399	Extra for additional one coat of paint	105.0	m2
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Clean down and prepare and one coat exterior quality PVA emulsion paint

0418	On ceilings, including cornices and cover strips	277.3	m2
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Clean down and prepare and one coat exterior quality PVA emulsion paint

0419	Extra for additional one coat of paint	277.3	m2
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Republic of Namibia

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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
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Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Clean down and prepare and one coat clear gloss polyurethane varnish				
0455	On joinery fittings, shelving, slatted seating, etc	54.0	m2		
	Clean down and prepare and one coat clear gloss polyurethane varnish				
0457	Extra for additional one coat of paint	54.0	m2		
	Clean down and prepare and one coat gloss enamel paint				
0471	On door frames	18.0	m2		
	Clean down and prepare and one coat gloss enamel paint				
0472	On flush doors	68.0	m2		



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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Clean down and prepare and one coat gloss enamel paint				
0474	On windows, glazed doors, etc (both sides measured flat)	8.64	m2		
	Clean down and prepare and one coat gloss enamel paint				
0476	On exposed trusses, rafters, beams, purlins, etc	48.0	m2		
	Clean down and prepare and one coat gloss enamel paint				
0478	Extra for additional one coat of paint	157.7	m2		
	Excavation in earth not exceeding 1m deep				
0506	Trenches and holes	17.5	m3		



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Ministry of Works and Transport

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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	25MPa/19mm concrete				
0541	Footings, bases and ground beams	0.9	m3		
	Standard 40MPa clay bricks in class II mortar				
0624	One brick wall	6.8	m2		
	Brickwork of 7MPa cement bricks in class II mortar				
0631	One brick wall	11.44	m2		
	Galvanised brick reinforcement				
0648	150mm Wide reinforcement built in horizontally (extra for brick lintols or bands)	40.0	m		



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Ministry of Works and Transport

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Project No: 421 Constituency: Swakopmund

Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	One layer of approved 375 micron embossed damp proof course				
0688	In walls (110mm and 220mm wide)	5.0	m2		
	Wattleboard				
0852	22mm Thick tongued and grooved roof boarding in 100mm widths nailed to trusses or rafters at not exceeding 1000mm centres	203.0	m2		
	44mm Solid laminated flush doors with hardwood veneer on both sides and concealed edge strips				
0880	Door size 813 x 2032mm high	4.0	No		
	Floor Units (work tops elsewhere measured)				
0989	Floor sink unit type F1200 S size 1200mm long, 870mm high and 570mm deep with fixed front fascia, two doors and shelf	1.0	No		



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Key Item Description Quantity Unit Unit Rate Amount

Hinges work

1120 100 x 200mm Brass heavy duty projecting hinge 6.0 No

Catches and cabin hookers work

1145 100mm Brass cabin hook and eye 6.0 No

Catches and cabin hookers work

1150 200mm Heavy duty galvanised padbolt and keep 1.0 No

Mortice locks

1162 Three lever upright mortice lock with stainless steel forend 8.0 No



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Ministry of Works and Transport

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Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Am
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Cylinder locks

1170	Oval double cylinder lock with oval profile lock case and brass forend	13.0	No		
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Bathroom fittings work

1213	19mm Chromium plated towel rail 900mm long including end flange brackets	7.0	No		
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Bathroom fittings work

1214	20mm Chromium plated shower curtain rail 900mm long including end flange brackets	7.0	No	1	
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Bathroom fittings work

1215	Shower curtain of 100% polyester mildew resistant and water proof fabric size 1450 x 2000mm long overall including 30mm diameter plastic rings complete	7.0	No	1	
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Ministry of Works and Transport

Maintenance Contract Control - Department of Works
Building Construction - Bill of Quantity

Contractor: Service Request No: MSWK21/0750/25 Request Date: 15/09/2025 Date Printed: 15/9/2025
Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	One coat cement plaster wood floated smooth on brickwork to				
1536	Walls	23.0	m2		
	200 x 200 x 5mm White glazed ceramic wall tiles to:				
1572	Walls	32.0	m2		
	Take delivery of, transport to the site, store, protect and lay ceramic tiles fixed with and including adhesive to plastered surfaces (elsewhere measured) and flush pointed with an approved tinted waterproof jointing compound on (cost of				
1575	Walls	32.0	m2		
	Take delivery of, transport to the site, store, protect and lay ceramic floor tiles of differing sizes fixed with and including adhesive to screeded surfaces (elsewhere measured) and flush pointed with an approved tinted waterproof				
1577	Floors to patterns	194.0	m2		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	PVC gutters and downpipes				
1628	110mm Square profile eaves gutter with beaded front edge fixed with standard fascia brackets	91.0	m		
	PVC gutters and downpipes				
1632	110mm Square profile rainwater down pipe fixed to walls with standard brackets	27.0	m		
	Stainless steel				
1649	Double end bowl inset sink and drainer unit size 1200 x 500mm	1.0	No		
	White vitreous china or glazed fireclay				
1659	Low level close coupled w.c. suite comprising wash down pan with matching 9 litre low level cistern with lid and fitments and heavy duty double flap and seat fixed to wall and floor	8.0	No		



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Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Porcelain enamelled steel baths				
1667	Bath size 1700 x 700mm with adjustable feet, anti-slip finish and chrome handles	2.0	No		
	uPVC				
1673	40mm Bottle trap including tailpipe and wall flange	10.0	No		
	uPVC				
1675	Spazio No 2 plumbing kit complete with waste fittings	1.0	No		
	Chromium plated brass				
1678	40mm Bath P-trap with combined overflow outlet pipe	2.0	No		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Butyl rubber				
1681	40mm Deep seal 'P' or 'S' trap	3.0	No		
	Gate valves, strainers, etc				
1689	20mm Brass fullway gate valve	5.0	No		
	Vacuum breakers, relief valves, etc				
1704	20mm Vacuum breaker	10.0	No		
	Vacuum breakers, relief valves, etc				
1708	20mm 'Masterflo' 400KPa pressure reducing valve with strainer and integral non-return valve	5.0	No		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Chrome plated brass taps and sundries				
1725	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	14.0	No		
	Chrome plated brass taps and sundries				
1730	15mm Raised nose pillar tap	10.0	No		
	Chrome plated brass taps and sundries				
1741	20mm Wall type bath mixer with diverter spout, conical cradle and handshower with flexible tube	2.0	No		
	Chrome plated brass taps and sundries				
1744	15mm Underwall type shower cubicle set comprising two underwall pattern stop taps with cover plates, overhead shower arm and adjustable shower rose	8.0	No		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Hot water geysers to 600kPa				
1760	100 Litre Geyser for horizontal or vertical installation	2.0	No		
	Hot water geysers to 600kPa				
1761	150 Litre Geyser for horizontal or vertical installation	3.0	No		
	Inspection chambers				
2002	Excavate for and build inspection chamber size 900mm x 600mm internally and exceeding 500mm and not exceeding 1000mm deep to invert	3.0	No		
	Cast iron gratings, covers, etc				
2009	600 x 900mm Single seal manhole cover and frame type 9E (93kg)	3.0	No		



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Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Key	Item Description	Quantity	Unit	Unit Rate	Amount
	4mm Clear float glass				
2036	Panes exceeding 0.5m2 and not exceeding 2m2	2.2	m2		
	Topsoil, compost, etc				
2153	Topsoil supplied by the contractor in plant beds, grassed areas and holes for trees, shrubs, etc	5.0	m3		
	Grassing, ground covers, etc				
2155	L.M. Lawn" roots in rows with a minium of 44 roots per m2"	20.0	m2		
	Interlocking paving road stones type SF 35MPa laid on and including 20mm clean sand bed to falls and currents, including all cutting and waste				
2176	80mm Interlocking road stones in paving to roads, pavings, etc	26.0	m2		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
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Precast concrete garden kerbs with 150 x 150 x 300mm unreinforced concrete haunching at back of each joint including excavation, backfilling, etc.

2177 Bull nosed garden kerb size 50 x 250mm high 18.0 m

NON-SCHEDULED ITEMS

0880.22 Wrot Meranti Solid Wooden Gate 3600mm(L)x2200mm(H)x69mm (W), complete with all accessories 1.0 No

0880.23 Aluminium Gate size 3600(L)x2200(H)x22mm(W), complete with rail, tracks, D6 Gate motor and all accessories 1.0 No

0880.24 Spherical shaped light fitting complete with 9watts LED bulb 1.0 No

0880.25 6mm² Surfex cable, 2 core + earth 120.0 m

0880.26 20mm PVC conduit pipes complete with connectors 120.0 m



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
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NON-SCHEDULED ITEMS

0880.27	Power Socket Outlet complete With 4x4 PVC boxes for surface installation	12.0	No		
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0880.37	T8 LED open channel light fitting, 1.5m complete with 2x22w LED tubes	40.0	No		
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TOTAL:



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Contractor: Service Request No: MSWK21/0750/25 Request Date: 09/15/2025 Date Printed: 15/9/2025
Project No: 421 Constituency: Swakopmund
Project Name: RENOVATION OF SWAKOPMUND YOUTH HOSTEL

Item Description

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: