



REPUBLIC OF NAMIBIA

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

PROCUREMENT MANAGEMENT UNIT

Tel (061) 270 6209
Fax (061) 2706000
Enquiries: Mr. Goma Kandjimi

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

Request for Quotations For Works

**MAINTENANCE OF ADMINISTRATION BLOCK, CONFERENCE
HALL AND ABLUTION FACILITIES, AND CONSTRUCTION OF A
GUARDHOUSE AND MINOR RENOVATIONS AT RUNDU MULTI-
PURPOSE YOUTH RESOURCE CENTRE**

Procurement Reference No: W/RFQ/027-04/2026

Closing date: **Monday, 20 April 2026 @ 11h00**

Bidders Name.....

Total Quotation Amount.....



REPUBLIC OF NAMIBIA

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

Letter of Invitation

PROCUREMENT REFERENCE NO: W/RFQ/027-04/2025

12 April 2026

DEAR PROSPECTIVE BIDDER

MAINTENANCE OF ADMINISTRATION BLOCK, CONFERENCE HALL AND ABLUTION FACILITIES, AND CONSTRUCTION OF A GUARDHOUSE AND MINOR RENOVATIONS AT RUNDU MULTI-PURPOSE YOUTH RESOURCE CENTRE

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:

Administrative enquiries:	Ms R. Puteho	Regina.Puteho@meiysac.gov.na
	Ms L. van Wyk	Leonie.vanWyk@meiysac.gov.na
Technical enquiries:	Mr Goma Kandjimi	+264 81 287 6944

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,

 10/04/2026

MS REGINA PUTEHO
DEPUTY DIRECTOR: HEAD OF PMU



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture 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 certified copy company Registration Certificate;
- (b) Have a valid original or certified copy of good standing Tax Certificate;
- (c) Have a valid original or certified copy of 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 Education, Innovation, Youth, Sports, Arts and Culture**, Head Office, Government Office Park. Ministry of Education Building, Second Floor, Room 226 not later than **Monday, 20 April 2026 at 11h00am**. Quotations by post or hand delivered should reach Ministry of Education, Innovation, Youth, Sports, Arts and Cultures 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 Education, Innovation, Youth, Sports, Arts and Culture 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 Education, Innovation, Youth, Sports, Arts and Culture
Procurement Reference Number:	W/RFQ/RFQ-04/2026
Subject matter of Procurement:	MAINTENANCE OF ADMINISTRATION BLOCK, CONFERENCE HALL AND ABLUTION FACILITIES, AND CONSTRUCTION OF A GUARDHOUSE AND MINOR RENOVATIONS AT RUNDU MULTI-PURPOSE YOUTH RESOURCE 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/027-04/2026

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

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
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 / DRAWINGS:

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/027-04/2026**

[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\$)
	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		

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/027-04/2026**

[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	MAINTENANCE OF ADMINISTRATION BLOCK, CONFERENCE HALL AND ABLUTION FACILITIES, AND CONSTRUCTION OF A GUARDHOUSE AND MINOR RENOVATIONS AT RUNDU MULTI-PURPOSE YOUTH RESOURCE 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. W/RFQ-WCC) available at MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE 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 EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURES 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 - 04/2026**

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. David Kaambu
Site GCC 1.1(aa)	The Site is located at Rundu Multi-Purpose Youth Resource Centre in the Kavango East region
Start Date GCC 1.1(dd)	The Start Date shall be from: April 2026
The Works GCC 1.1(hh)	MAINTENANCE OF ADMINISTRATION BLOCK, CONFERENCE HALL AND ABLUTION FACILITIES, AND CONSTRUCTION OF A GUARDHOUSE AND MINOR RENOVATIONS AT RUNDU MULTI-PURPOSE YOUTH RESOURCE 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. GOMA KANDJIMI . 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> <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>
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- 04/2026**

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: Active Investment cc
CONTRACTOR No: 006
SERVICE REQUEST MRU20/001
REGISTRATION No: null
REQUEST DATE: 1/15/24 12:00 AM
PROJECT No: 32
CONSTITUENCY: Rundu Urban
CONTRACT No: 1
PROJECT NAME: CONSTRUCTION A GUARD HOUSE
AND RENOVATION OF YOURTH
DATE PRINTED: 25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
0078.00	Taking out and removing doors, windows sashes from frames, gates, etc and prepare to receive new Single timber or steel door from steel or timber frame and prepare frame to receive new door (elsewhere measured)	3.0	No		
Bill total:					
0114.00	Taking out and removing joinery fittings and the like Kitchen cupboard units and counters with cupboards under not exceeding 900mm high	3.6	m		
Bill total:					
0292.00	One coat internal compo plaster steel trowelled smooth Repair crack in internal plaster by hacking off the plaster around the crack minimum 300mm wide , cleaning out the crack,	1.2	m		
Bill total:					
0326.00	Interlocking paving or precast slab pavings Lift up interlocking paving stones or precast paving slabs where the surface has sagged in small isoalted areas, scarify and	4.0	m2		
Bill total:					
0342.00	Repairs to w.c. suites and flushing valves Service, clean and adjust flushing valve to w.c. suite or urinal, including new washers as may be necessary	1.0	No		
Bill total:					



Republic of Namibia

MINISTRY OF WORKS AND TRANSPORT

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

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SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
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CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Repairs to w.c. suites and flushing valves				
0346.00	Replace missing or damaged beta valve flush unit to w.c. cistern	1.0	No		
Bill total:					
	Repairs to w.c. suites and flushing valves				
0352.00	Replace missing or damaged w.c.seat with new heavy duty double seat and flap	2.0	No		
Bill total:					
	One coat bonding liquid				
0381.00	On internal smooth plastered walls and columns	57.6	m2		
Bill total:					
	Clean down and prepare and one coat gloss enamel paint				
0431.00	On windows with burglar bars (both sides measured flat)	6.34	m2		
Bill total:					
	Excavation in earth not exceeding 1m deep				
0506.00	Trenches and holes	6.0	m3		
Bill total:					



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR: Active Investment cc
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PROJECT NAME: CONSTRUCTION A GUARD HOUSE
AND RENOVATION OF YOURTH
DATE PRINTED: 25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Coarse river sand filling supplied by the contractor				
0524.00	Backfilling behind retaining walls	6.0	m3		
Bill total:					
	Soil poisoning				
0526.00	Soil insecticide under floors, paving, etc including forming and poisoning shallow furrows against foundation walls etc, filling in	10.0	m2		
Bill total:					
	20MPa/19mm concrete				
0533.00	Footings, bases and ground beams	2.5	m3		
Bill total:					
	20MPa/19mm concrete				
0534.00	Surface beds, aprons, pavings, ramps, etc cast in panels	1.74	m3		
Bill total:					
	Brickwork of 7MPa cement bricks in class I mortar				
0615.00	Half brick wall	43.0	m2		
Bill total:					



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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CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Brickwork of 7MPa cement bricks in class I mortar				
0616.00	One brick wall	6.0	m2		
	Bill total:				
	Brickwork of 7MPa cement bricks in class II mortar				
0631.00	One brick wall	43.0	m2		
	Bill total:				
	Galvanised brick reinforcement				
0648.00	150mm Wide reinforcement built in horizontally (extra for brick lintols or bands)	200.0	m		
	Bill total:				
	Prestressed prefabricated lintels				
0652.00	105 x 75mm Lintels in lengths not exceeding 3m	3.6	m		
	Bill total:				
	40mm Semi-solid flush doors with hardboard covering both sides and concealed hardwood edge strips				
0871.00	Door size 813 x 2032mm high	5.0	No		
	Bill total:				



Republic of Namibia

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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
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PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
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Floor Units (work tops elsewhere measured)

0986.00	Floor unit type F900/1 size 900mm long, 870mm high and 570mm 2.0 deep with two drawers, two doors and shelf		No		
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Bill total:

Floor Units (work tops elsewhere measured)

0991.00	Floor sink unit type F1800 S size 1800mm long, 870mm high and 2.0 570mm deep with fixed front fascia, four doors and shelves		No		
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Bill total:

0.5mm IBR profile full hard galvanised steel troughed roofing with
0.8mm galvanised sheet steel accessories fixed in strict

1023.00	Ceilings in single length sheets fixed horizontally to underside of steel purlins (elsewhere measured)	17.4	m2		
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Bill total:

0.5mm IBR profile full hard galvanised steel troughed roofing with
0.8mm galvanised sheet steel accessories fixed in strict

1024.00	Cornice of standard narrow and broad fluted closers pop-riveted to profiled metal ceiling	15.5	m		
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Bill total:

Cupboard and drawer locks

1168.00	Cylinder rim night latch (anti-credit card type) with cylinder	5.0	No		
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Bill total:



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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REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
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Cupboard and drawer locks

1169.00	Oval single cylinder lock with oval profile lock case and brass forend	1.0	No		
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Bill total:

'Matador Squeegee' or other equal and approved

1203.00	32mm Rubber door stop fixed to wall	2.0	No		
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Bill total:

Approved 25mm mini venetian blinds in approved colours with soffit or face fixing complete with all controls

1235.00	Louvred drape unit to suit window size 2000 x 1245mm high	10.0	No		
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Bill total:

Purlins and braces bolted to steel

1318.00	12mm U-shaped anchor bolt 750mm girth cast into top of concrete	2.0	No		
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Bill total:

Windbracing

1320.00	Lipped channel section purlins	40.0	kg		
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Bill total:



Republic of Namibia

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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR: Active Investment cc
 SERVICE REQUEST: MRU20/001
 REQUEST DATE: 1/15/24 12:00 AM
 CONSTITUENCY: Rundu Urban
 PROJECT NAME: CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH

CONTRACTOR No: 006
 REGISTRATION No: null
 PROJECT No: 32
 CONTRACT No: 1
 DATE PRINTED: 25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
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Windbracing

1321.00	Lipped channel section ceiling rails	44.0	kg		
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Bill total:

Residential type windows with horizontal bars with solid brass or chromium plated fittings and fitted with and including type NBP33

1368.00	Window type NE2 size 1022 x 654mm high	2.0	No		
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Bill total:

Industrial type windows with solid brass or chromium plated fittings

1394.00	Window type E2 size 1022 x 654mm high	1.0	No		
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Bill total:

Industrial type windows with solid brass or chromium plated fittings

1395.00	Window type C2 size 1022 x 949mm high	1.0	No		
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Bill total:

Baked enamel flyscreens fitted to the opening sections of steel windows

1432.00	Burglar bars of 12 x 12mm mild steel solid bars to brick pattern with the vertical bars at 100mm centres and the horizontal bars at	6.34	m2		
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Bill total:



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	1.2mm Double rebated frames suitable for one brick walls				
1445.00	Frame for door size 762 x 2032mm high	1.0	No		
Bill total:					
	1.2mm Double rebated frames suitable for one brick walls				
1446.00	Frame for door size 813 x 2032mm high	1.0	No		
Bill total:					
	One coat cement plaster wood floated on concrete to				
1536.00	Walls	38.0	m2		
Bill total:					
	One coat compo plaster steel trowelled on concrete to				
1545.00	Walls	51.0	m2		
Bill total:					
	Take delivery of, transport to the site, store, protect and lay ceramic tiles fixed with and including adhesive to plastered				
1572.00	Walls	7.4	m2		
Bill total:					



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
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1577.00	Take delivery of, transport to the site, store, protect and lay mazita or natural stone floor tiles of differing sizes fixed with and Floors to patterns	17.4	m2		
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Bill total:

1578.00	Take delivery of, transport to the site, store, protect and lay mazita or natural stone floor tiles of differing sizes fixed with and Skirting 100mm high	15.5	m		
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Bill total:

1592.00	PVC tiling edge strips, etc. Standard white glazed semi recessed toilet roll holder with ashtray size 150 x 150mm	1.0	No		
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Bill total:

1652.00	Polyethylene, duranite, etc. Basin size 510 x 405mm with two tapholes bolted to walls	1.0	No		
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Bill total:

1658.00	Polyethylene, duranite, etc. Low level w.c. suite comprising wash down pan, matching 9 litre low level cistem with lid and fitments, flush pipe and heavy duty	1.0	No		
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Bill total:



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR: Active Investment cc
 SERVICE REQUEST MRU20/001
 REQUEST DATE: 1/15/24 12:00 AM
 CONSTITUENCY: Rundu Urban
 PROJECT NAME: CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH

CONTRACTOR No: 006
 REGISTRATION No: null
 PROJECT No: 32
 CONTRACT No: 1
 DATE PRINTED: 25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Chromium plated brass				
1673.00	40mm Bottle trap including tailpipe and wall flange	1.0	No		
Bill total:					
	Vacuum breakers, relief valves, etc				
1690.00	25mm Brass fullway gate valve	1.0	No		
Bill total:					
	Chromium plated brass medical taps and mixers				
1723.00	15mm Angle regulating valve only	3.0	No		
Bill total:					
	Chromium plated brass medical taps and mixers				
1724.00	15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	3.0	No		
Bill total:					
	Chromium plated brass medical taps and mixers				
1725.00	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors	3.0	No		
Bill total:					



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	Chromium plated brass medical taps and mixers				
1726.00	15mm Toilet bib tap	1.0	No		
Bill total:					
	Chromium plated brass medical taps and mixers				
1730.00	15mm Raised nose pillar tap	2.0	No		
Bill total:					
	Extra over HDPE pipes for the following compression fittings				
1769.00	20mm Pipes laid in ground in trenches	24.0	m		
total:					
	Class 9 uPVC water pipes and fittings including all straight joints and connectors laid in ground in trenches not less than 600mm				
1775.00	20mm Fittings	2.0	No		
Bill total:					
	Fire appliances work				
1790.00	40mm Pipes laid in ground in trenches	2.0	m		
Bill total:					



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR: Active Investment cc
 SERVICE REQUEST MRU20/001
 REQUEST DATE: 1/15/24 12:00 AM
 CONSTITUENCY: Rundu Urban
 PROJECT NAME: CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH

CONTRACTOR No: 006
 REGISTRATION No: null
 PROJECT No: 32
 CONTRACT No: 1
 DATE PRINTED: 25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
-----	------------------	----------	------	-----------	--------

Extra over class 0 copper pipes for brass capillary fittings

1840.00	15mm Pipe fixed or chased into walls	12.0	m		
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Bill total:

Extra over class 0 copper pipes for brass compression fittings (conex)

1846.00	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	10.0	No		
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Bill total:

Extra over for the following fittings to underground twin-wall pipes

1977.00	110mm Pipes laid in and including trenches not exceeding 1m deep	50.0	m		
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Bill total:

UPVC Gulleys with gulley head and grating encased in concrete

1983.00	110mm Stop end	1.0	No		
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Bill total:

UPVC Gulleys with gulley head and grating encased in concrete

1985.00	110mm Rodding eye	1.0	No		
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Bill total:



Republic of Namibia

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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu.Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	UPVC Gulleys with gully head and grating encased in concrete				
1988.00	110mm Plain bend	4.0	No		
Bill total:					
	UPVC Gulleys with gully head and grating encased in concrete				
1994.00	110mm Access junction	2.0	No		
Bill total:					
	UPVC Gulleys with gully head and grating encased in concrete				
1995.00	160mm Access junction	2.0	No		
Bill total:					
	Cast iron gratings, covers, etc				
2001.00	Excavate for and build inspection chamber size 900mm x 600mm internally and not exceeding 500 mm deep to invert	1.0	No		
Bill total:					
	Septic tanks				
2007.00	450 x 600mm Single seal manhole cover and frame type 9C (45kg)	1.0	No		
Bill total:					



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR: Active Investment cc
 SERVICE REQUEST MRU20/001
 REQUEST DATE: 1/15/24 12:00 AM
 CONSTITUENCY: Rundu Urban
 PROJECT NAME: CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH

CONTRACTOR No: 006
 REGISTRATION No: null
 PROJECT No: 32
 CONTRACT No: 1
 DATE PRINTED: 25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
	4mm Common obscure glass				
2026.00	Panes not exceeding 0.1m2	3.6	m2		
Bill total:					
	4mm Clear acrylic sheeting				
2029.00	Panes not exceeding 0.1m2	0.36	m2		
Bill total:					
	One coat alkali resistant plaster primer, one coat undercoat and two coats eggshell enamel paint				
2060.00	On external smooth plastered walls	38.0	m2		
Bill total:					
	One coat alkali resistant plaster primer, one coat undercoat and two coats gloss enamel paint				
2064.00	On internal smooth plastered walls and columns	51.0	m2		
Bill total:					
	One coat primer, one coat undercoat and two coats gloss enamel paint				
2088.00	On door frames	1.5	m2		
Bill total:					



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

KEY	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT RATE	AMOUNT
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	One coat primer, one coat undercoat and two coats gloss enamel paint				
2094.00	On exposed truss members, purlins, etc	5.6	m2		

Bill total:

	Wash with metal conditioner and two coats Acrylic Roof paint				
2098.00	On underside of profiled roof sheeting and ceilings (measured on flat to ceiling area)	17.4	m2		

Bill total:

	One coat oil based stain and two coats clear gloss polyurethane varnish				
2108.00	On flush doors	10.5	m2		

Bill total:

	Trimming and removal of tree branches				
2147.00	Tree exceeding 200mm and not exceeding 500mm girth	4.0	No		

Bill total:

	Topsoil, compost, etc				
2150.00	Branch not exceeding 500mm girth	2.0	No		

Bill total:



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MINISTRY OF WORKS AND TRANSPORT

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

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH	DATE PRINTED:	25 January 2024

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				
2176.00	80mm Interlocking road stones in paving to roads, pavings, etc	4.0	m2		

Bill total:

RIFENG PEX PIPE

4040.00	ceramic fool boby tiles	17.4	m2		
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Bill total:



Republic of Namibia

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MINISTRY OF WORKS AND TRANSPORT

MAINTENANCE CONTRACT CONTROL - DEPARTMENT OF WORKS
BUILDING CONSTRUCTION

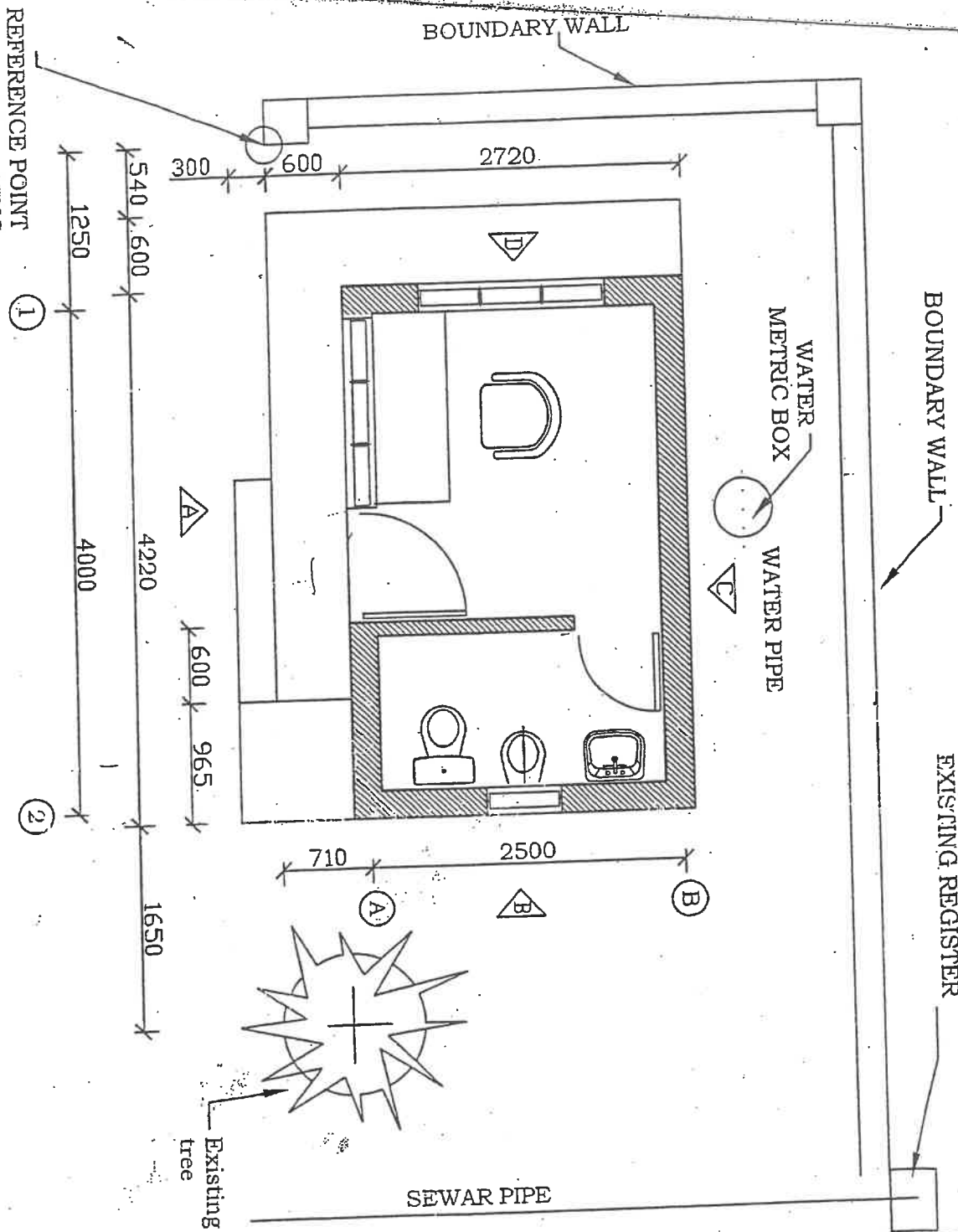
BILL OF QUANTITY

CONTRACTOR:	Active Investment cc	CONTRACTOR No:	006
SERVICE REQUEST	MRU20/001	REGISTRATION No:	null
REQUEST DATE:	1/15/24 12:00 AM	PROJECT No:	32
CONSTITUENCY:	Rundu Urban	CONTRACT No:	1
PROJECT NAME:	CONSTRUCTION A GUARD HOUSE AND RENOVATION OF YOURTH CENTRE, RUNDU	DATE PRINTED:	25 January 2024

ITEM DESCRIPTION	AMOUNT
Total Value of Building Items:	2 101 520 04
Value of Scheduled Items:	
Contingence at 0.10	
Sub Total:	
Escalation at 0.10	
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:	

"The project with grand total above N\$1,700,000.00 to be done through normal

REFERENCE POINT
TO START STAKING



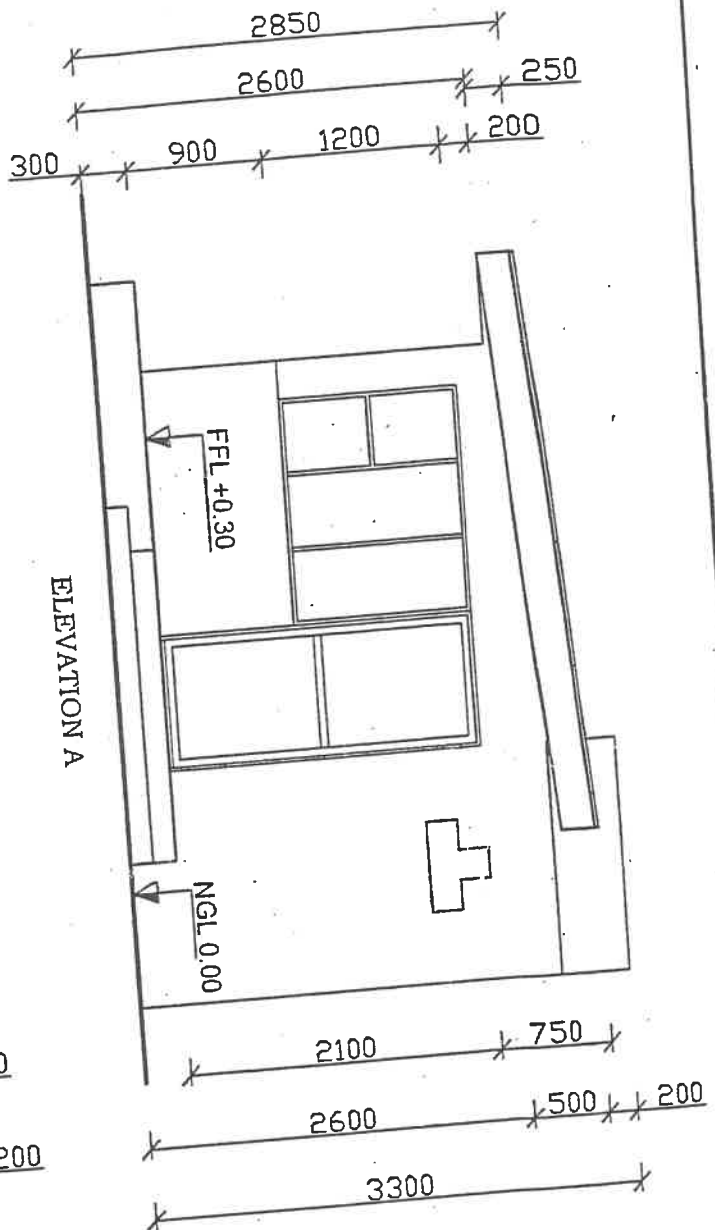
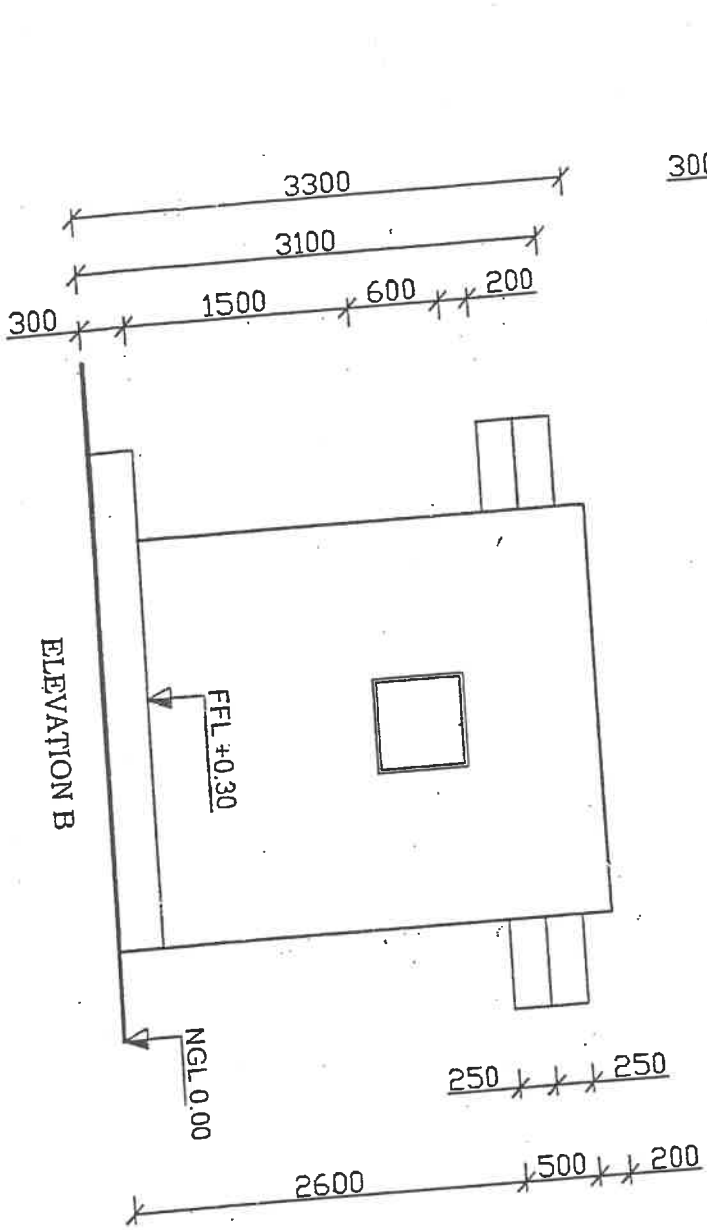
Note:
All drawing and dimensions must be correlated before building work commences

User client
Date:
Signed:

**KAVANGO
REGIONAL COUNCIL**
Private Bag 2124
Rundu, Namibia
Tel: 066 26000

CONSULTANT	
ARCHITECT Jose. M. Perez Fdez	
CIVIL ENGINEER Ana. I. Pardo Jimenez	
MEC. ELE ENGINEER	
PROJECT TITLE GUARD HOUSE	
DRAWING TITLE ARCHITECTURE PLAN	
Plan No VMDA A - 001	
Scale 1:50	Date
APPROVED BY	
Signature	Date

ARCHITECTURE PLAN



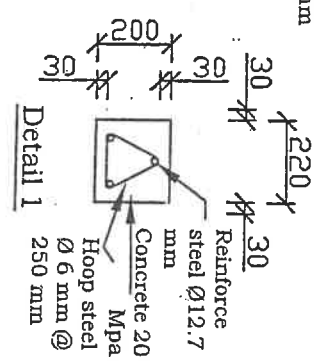
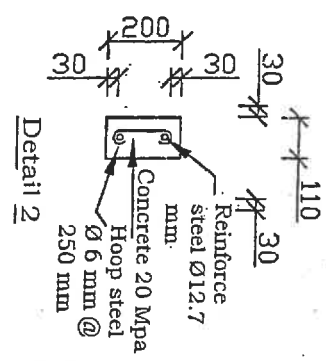
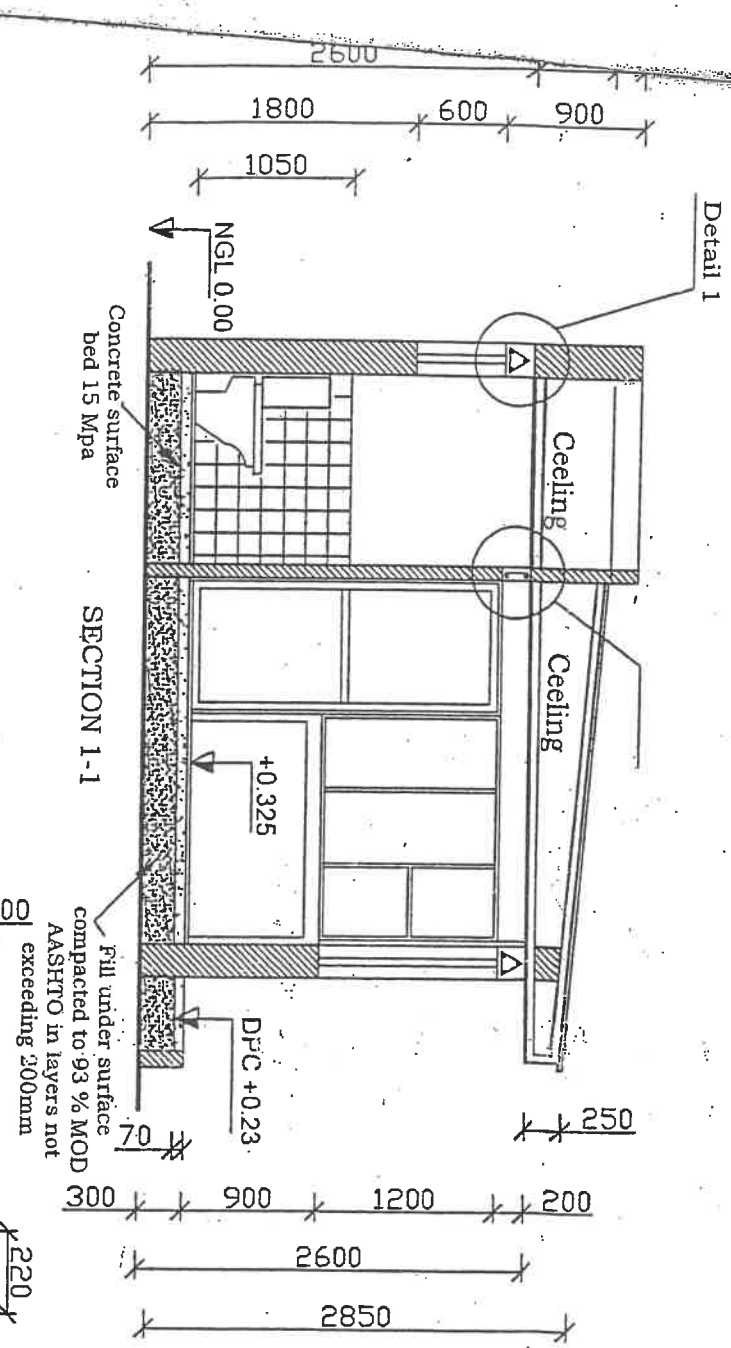
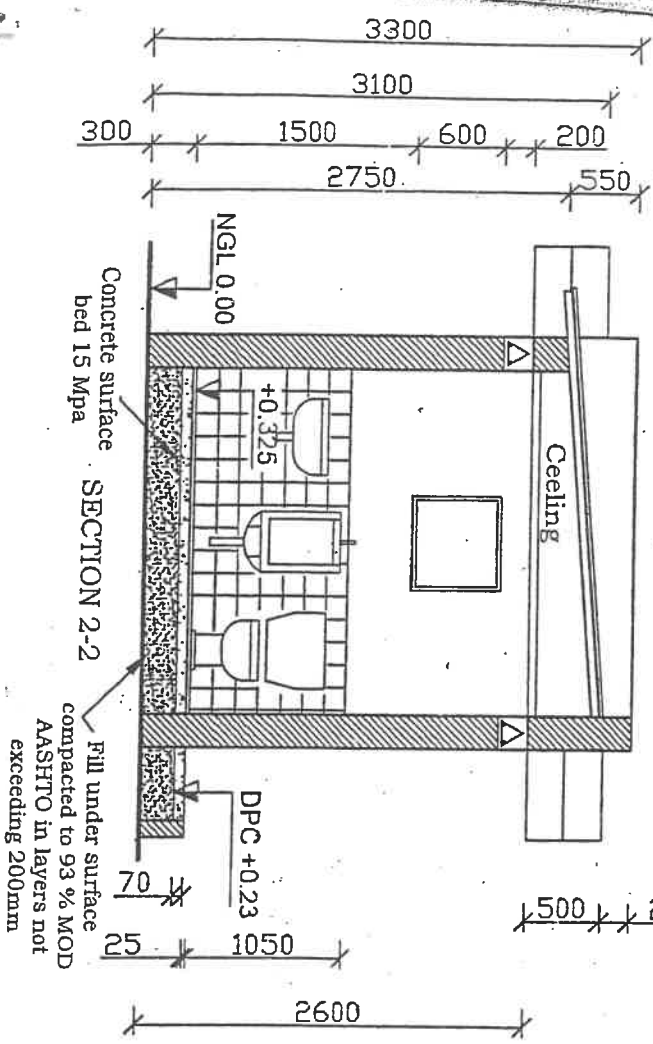
250

Note:
 All drawing and dimensions must be correlated before building work commences

User client
 Date:
 Signed:

KAVANGO
 REGIONAL COUNCIL
 Private Bag 2124
 Rundu, Namibia
 Tel: 066 26000

CONSULTANT	
ARCHITECT	
Jose. M. Perez Fdez	
CIVIL ENGINEER	
Ana. I. Pardo Jimenez	
MEC. ELE ENGINEER	
PROJECT TITLE	
GUARD HOUSE	
DRAWING TITLE	
ELEVATIONS	
Plan No	
VMDA A- 003	
Scale	Date
1:50	
APPROVED BY	
Signature	Date



Note:
All drawing and dimensions must be correlated before building work commences

User client
Date:
Signed:

KAVANGO
REGIONAL COUNCIL
Private Bag 2124
Rundu, Namibia
Tel: 066 26000

CONSULTANT	
ARCHITECT	Jose. M. Perez Fdez
CIVIL ENGINEER	Ana. I. Pardo Jimenez
MEC, ELE ENGINEER	
PROJECT TITLE GUARD HOUSE	
DRAWING TITLE SECTIONS	
Plan No	VMDA A-005
Scale	1:50
APPROVED BY	Date
Signature	Date