

SAFE ROADS TO PROSPERITY

## **Request for Sealed Quotations For Goods**

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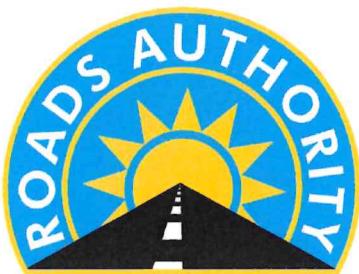
### **RENOVATION WORK AT MARIENTAL REGISTERING**

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**Procurement Reference No: W/RFQ/RA-08/2025**

**Cost: FREE**

Roads Authority  
Private bag 12030  
Head Office: C/o Mandume Ndemufayo Avenue and David Meroro Road  
12 January 2026



**Roads Authority  
Private Bag 12030  
Ausspannplatz  
Windhoek  
NAMIBIA**

Our Ref.: W/RFQ/RA-08/2025

Enquiries: Janet Japhta  
E-mail: [japhtaj@ra.org.na](mailto:japhtaj@ra.org.na)

Your Ref.:

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### **Letter of Invitation**

**W/RFQ/RA-08/2025**

*Monday, 12 January 2026*

Dear Bidders

### **Renovation work at Mariental Registering Authority**

The Roads Authority invites eligible Bidders to submit your best quote for the procurement described in detail hereunder.

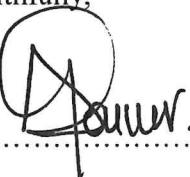
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms. Janet Japhta at [japhtaj@ra.org.na](mailto:japhtaj@ra.org.na)

The procurement is strictly reserved for categories of bidders as outlined in section 4, of Code of good practice.

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,

PP.....  


**Manager: Procurement and Tender Compliance**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The Roads Authority reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### **2. Preparation of Quotations**

You are requested to quote for the works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### **3. Validity of Quotations**

**The Quotation validity period shall be (90) days from the date of submission deadline.**

### **4. Eligibility Criteria**

- (i) Qualifies as a Namibian bidder, in terms of Section 71(3) of the Act.
- (ii) To be eligible to participate in this Quotation exercise, you should submit the following documents. All copies must be certified by a Commission of Oath and must be valid at the deadline for submission
  - (a) a valid certified copy of the company Registration Certificate which outlines that bidder's principle line of business is in line with this procurement;
  - (b) a valid original/certified copy of a good Standing Tax Certificate
  - (c) a valid original/certified copy of a good Standing Social Security Certificate, a printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, (Act No of 2019) will be accepted
  - (d) where a company has no Employees, Confirmation letter from Social Security Commission. (a printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, (Act No of 2019) will be accepted.
  - (e) a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant

employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

- (f) duly filled in and signed Bid-securing Declaration Form;
- (g) duly filled in and signed Written undertaking in terms of section 138 of the Labour Act, 2015
- (h) documents must be completed in indelible ink and shall be signed by a person duly authorized to sign the bidder's documents.
- (i) any interlineation, erasure or over writing shall be valid only if it is signed or initialled by the person signing the bid.
- (j) The procurement is reserved for categories as outlined in section 4, of code of good practice.
- (k) Certified copy of reference letter for previous renovation work done for a period not older than three (3) years from December 2025

#### **4. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement Process.

#### **5. Works Completion Period**

The completion period for works shall be **One (1) month** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

#### **6. 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.

#### **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Roads Authority, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro, Head office, Ground floor in the Bid Box not later than 3<sup>rd</sup> February 2026 at 10H00 am.**

**Late quotations will be rejected.**

Quotations received by e-mail will not be considered.

Clarifications to be done via email at [japhtaj@ra.org.na](mailto:japhtaj@ra.org.na)

#### **8. Opening of Quotations**

Quotations will be opened internally by the Roads Authority immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, will be put on the website of the Public

Entity and available to any bidder on request within three working days of the Opening.

## **9. Evaluation of Quotations**

The Roads Authority 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. Given the high volumes of bids received by the Roads Authority during bidding process. The RA has resolved to select a total of six (6) lowest priced bids to evaluate, in line with section 52(12) of the Public Procurement Act 2015(Act no 15 of 2015) as amended. Where no responsive bid is found amongst the above cited six bids, additional bids will be selected for evaluation

## **10. 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.

## **11. 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.

## **12. Margin of Preference**

12.1. The applicable margins of preference and their application methodology are as follows:

The procurement is strictly reserved for categories of bidders as outlined in section 4, of Code of good practice. A total margin of preference scored by a bidder will be deducted from the bid/quoted price of the bidder for the evaluation purposes only.

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Categories	%of preferences	Documents Required
Local Manufacturer	2%	1. Certificate of Registration from Registering Authority and 2. Complete the below Declaration form by bidder that the manufactured goods meet the local content / any other form of declaration with relevant content will be accepted
Micro, small and medium Enterprise	1%	1. A certified copy of a certificate indicating SME Status and 2. Complete the below Declaration form indicating the percentage of Namibian MSME ownership. / any other form of declaration with relevant content will

		be accepted
Women owned Enterprise	1%	1.A certified copy of ID of all shareholders and 2.Founding Statement indicating ownership structures. 3. Complete the below Declaration form indicating the percentage of Namibian female ownership. any other form of declaration will be accepted any other form of declaration with relevant content will be accepted
Youth owned Enterprise	2%	1.A certified copy of ID of all shareholders and 2.Founding Statement indicating ownership structures/shareholder certificate and 3. Complete the below Declaration form indicating the percentage of Namibian youth ownership. any other form of declaration with relevant content will be accepted
Previously disadvantaged person owned Enterprise	2%	1.A certified copy of ID of all shareholders and 2.Founding Statement indicating ownership structures/shareholder certificate and 3. Complete the below Declaration form indicating the percentage of Namibian PDPs ownership. any other form of declaration with relevant content will be accepted
Supply providing Environmental Protection	1%	1. Complete the below Declaration form and proof that the bidder meets the requirement set out in the bidding document
Supply providing employment to Namibian	1%	1.Complete the below Declaration form that the bidder employs 50% or more Namibian citizens and 2. Proof from Social Security on number of staff employed by the supplier. 3. a list of Namibian employees indicating their Namibian ID numbers
Total	10%	

### **13. 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 in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

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

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

## SECTION II: QUOTATION LETTER

### (to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the 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:	
Procurement Reference Number:	
Subject matter of Procurement:	

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 hereby confirm that we are not Employees of the Roads Authority and/or members of their household/family. We further acknowledge that we will get disqualified should we be found to be conflicted in terms of the Roads Authority conflict of Interest Policy

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

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

**The validity period of our Quotation is \_\_\_\_\_ days [insert number of days] from the date of the bid submission deadline.**

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

#### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

#### Appendix to Quotation Letter

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

**Date:** .....[Day|month|year].....

**Procurement Ref No.:** .....

**To:** Roads Authority

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 Reference No.: .....

Procurement Description: .....

.....  
.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I ..... *[insert full name]*, owner/representative

of ..... *[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

## SECTION III: STATEMENT OF REQUIREMENTS

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

#### Scope of Works:

NO	DESCRIPTION	MEASUREMENT
1	<ul style="list-style-type: none"> <li><b><u>REMOVAL OF EXISTING WORK:</u></b></li> <li>Hacking up/off and removing ceramic tiles or similar wall finish including backing and preparing concrete or brick surfaces for new plaster or tile finish.</li> <li>Taking down and removing carpentry and joinery fittings, ect.</li> <li>Approximately 450mm x 600mm high.</li> <li>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.</li> <li>Taking out and removing bathroom fittings.</li> <li>Preparatory work to existing surfaces, doors and windows.</li> <li>Floor and walls, chip surface of existing concrete floors as key to receive new ceramic tiling. Chip surface of existing plastered brick walls as key to receive ceramic wall tiles.</li> <li>Repairs to ceilings, take out and replace damaged or missing existing soft board ceiling, including necessary repair or re-fixing loose timber battens, hangers, ect.</li> </ul>	m2
2	<ul style="list-style-type: none"> <li><b><u>PAINT AND BRICKWORK:</u></b></li> <li>Repair crack in plaster by hacking off the plaster around the crack 300mm wide, cleaning and wedging with galvanised steel wedges. Staple one layer of chicken mesh over the crack and replaster to match existing.</li> <li>Paint internal plastered walls with Plascon Brilliant sheen paint in cream, internal painted horizontal ceilings, high gloss on counters.</li> <li><b><u>CEILINGS, PARTITIONS AND ACCESS FLOORING CORNICES:</u></b></li> <li>75mm Coved foam cornice planted on.</li> <li><b><u>TILING</u></b></li> <li>Prepare concrete floors (chipping elsewhere measured, skirtings ect.</li> <li>Fair cut tile skirtions, 100mm high fixed to prepared plastered walls.</li> </ul>	m2

	<ul style="list-style-type: none"> <li>• Internal prepared walls (chipping elsewhere measured)</li> <li>• <b><u>JOINERY WORK</u></b></li> <li>• New 1m kitchen cupboard.</li> </ul>	
3	<ul style="list-style-type: none"> <li>• <b><u>PLUMBING AND DRAINAGE TAPS,VALVES,ECT:</u></b> <ul style="list-style-type: none"> <li>• Cobra Watertech</li> <li>• Sink Mixer</li> <li>• </li> </ul> </li> <li>• <b><u>ELECTRICAL INSTALLATION:</u></b> New Led tubes and fittings</li> <li>• <b><u>EXTERNAL WORK ROOF SEAL:</u></b> Seal entire roof to make dust and water tight with white RuberDuck sealant and paint 2 coats of white.</li> </ul>	m2



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Ministry of Works and Transport

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

Contractor: Service Request No: Mar11/0133/25 Request Date: 27/06/2025 Date Printed: 27/6/2025  
Project No: 126 Constituency: Mariental (Urban)  
Project Name: Minor Renovation of Natis Mariental Office

Key	Item Description	Quantity	Unit	Unit Rate	Amount
Hacking up or hacking off and removing granolithic, screeds, plaster, tiles, etc from concrete or brickwork and preparing surfaces for new screeds, plaster, tiling, etc (elsewhere measured)					
0020	Ceramic floor or wall tiles	98.66	m2		
Taking out and removing joinery fittings and the like					
0111	Counter tops and work tops only	1.1	m		
Taking out and removing joinery fittings and the like					
0114	Kitchen cupboard units and counters with cupboards under not exceeding 900mm high	2.2	m		
Taking out and removing taps and mixers					
0120	Pillar tap, bib tap or angle valve	1.0	No		



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Ministry of Works and Transport

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Key	Item Description	Quantity	Unit	Unit Rate	Amount
Sealing of existing roofs and flashings					
0196	Seal all holes and roofing screws, etc in galvanised roof sheeting and leave watertight (measured on flat to affected roof area on slope)	203.0	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)	12.0	m		
Sundries					
0273	Replace damaged or missing striker plate in steel or timber door frame	5.0	No		
Cement screeds steel trowelled or wood floated smooth					
0279	Prepare existing screeded or granolithic paved surfaces to receive new ceramic floor tiling (elsewhere measured)	104.0	m2		



Republic of Namibia

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Ministry of Works and Transport

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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	One coat internal compo plaster steel trowelled smooth				
0292	Repair crack in internal plaster by hacking off the plaster around the crack minimum 300mm wide , cleaning out the crack, wedging with galvanised steel wedges, stapling one layer of chicken mesh over the crack and replastering to match existing	26.0	m		
	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 gloss enamel paint				
0429	On door frames	19.0	m2		
	Clean down and prepare and one coat gloss enamel paint				
0431	On windows with burglar bars (both sides measured flat)	44.96	m2		



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Ministry of Works and Transport

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Key	Item Description	Quantity	Unit	Unit Rate	Amount
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Clean down and prepare and one coat Acrylic Roof paint      0440      On profiled roof sheeting and flashings (measured on flat to roof area)      203.0      m2

Clean down and prepare and one coat clear matt polyurethane varnish

0445      On flush doors      55.0      m2

Clean down and prepare and one coat clear matt polyurethane varnish

0448      On joinery fittings, shelving, slatted seating, etc      6.5      m2

Wall Units

0981      Wall unit type W600 size 600mm long, 600mm high and 300mm deep with one door and shelf      1.0      No



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
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Wall Units

0982 Wall unit type W900 size 900mm long, 600mm high and 300mm deep with two doors and shelf 1.0 No

Floor Units (work tops elsewhere measured)

0990 Floor sink unit type F1500 S size 1500mm long, 870mm high and 570mm deep 1.0 No with fixed front fascia, three doors and shelves

32mm Work tops with post formed front edges

0997 Work top 600mm wide 1.6 m

32mm Work tops with post formed front edges

0999 Extra over 600mm wide work top for opening for single or double bowl sink 1.0 No



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Wrot Meranti				
1004	8 x 50mm Cover strips planted on	130.0	m		
	Cornices				
1017	70mm Coved gypsum cornice planted on	16.0	m		
	Cylinder locks				
1174	Euro profile knob cylinder lock with Euro profile lock case and brass forend	2.0	No		
	Door and window sundries work				
1203	32mm Rubber door stop fixed to wall	7.0	No		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
<hr/>					
	Door and window sundries work				
<hr/>					
1204	Silver anodised aluminium door stop with rubber buffer fixed to floor	7.0		No	
<hr/>					
<p>Bathroom fittings work</p>					
<hr/>					
1216	Medicine cupboard type C6 size 410 x 600mm overall including mirror	2.0		No	
<hr/>					
<p>Bathroom fittings work</p>					
<hr/>					
1218	Epoxy powder coated paper towel dispenser suitable for 240mm wide paper towels	2.0		No	
<hr/>					
<p>Bathroom fittings work</p>					
<hr/>					
1219	Epoxy powder coated vandal proof two roll toilet roll holder	2.0		No	



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
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	98.0	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					
1578	Skirting 100mm high	60.0	m		
Natural anodised aluminium tiling edge strips, etc.					
1603	Bull nosed tiling edge or corner strip suitable for 10mm tiles	60.0	m		
Stainless steel					
1649	Double end bowl inset sink and drainer unit size 1200 x 500mm	1.0	No		



Republic of Namibia

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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Chromium plated brass				
1669	40mm Bath or sink waste union with vulcanite plug and chromium plated chain and stay	2.0	No		
	uPVC				
1671	40mm Deep seal 'P' or 'S' trap	2.0	No		
	Chrome plated brass taps and sundries				
1736	15mm Wall type sink mixer with overarm swivel outlet	1.0	No		
	Water heaters				
1764	10 Litre oversink wall mounted electric water heater	1.0	No		



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Key	Item Description	Quantity	Unit	Unit Rate	Amount
	Hard drawn thin walled class 0 copper pipes to SABS 460 including all straight joints and connectors				
1840	15mm Pipe fixed or chased into walls	6.0	m		
	Extra over class 0 copper pipes for brass capillary fittings				
1846	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	4.0	No		
	One coat alkali resistant plaster primer, one coat undercoat and two coats eggshell enamel paint				
2064	On internal smooth plastered walls and columns	380.0	m <sup>2</sup>		
	One coat sealer and two coats exterior quality PVA emulsion paint				
2081	On ceilings, including cornices and cover strips	170.0	m <sup>2</sup>		

NON-SCHEDULED ITEMS



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Ministry of Works and Transport

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

1177.13 FLOOR TILES FULL BODY	104.0	m2
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TOTAL:



Republic of Namibia

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Ministry of Works and Transport

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

Contractor: Service Request No: Mar11/0133/25 Request Date: 06/27/2025 Date Printed: 27/6/2025  
Project No: 126 Constituency: Mariental (Urban)  
Project Name: Minor Renovation of Natis Mariental Office

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:	

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

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/RA-08/2025

*[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	QTY	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Labour	1			
2.	Material Costs	1			
<b>Subtotal</b>					
<b>VAT @ 15 %</b>					
<b>Total</b>					

*Remarks: (\*) Quantities may be increased or decreased by 10% at time of placement of order*

### Priced Activity Schedule Authorised By:

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

Declaration in Respect of Exclusive Preferences

1. Manufacturer's Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice  
I/We hereby declare under oath that the manufactured goods meet the local contact determine in Annexure 1 of Code of Good practice as per cost structure for Value Added Calculation.

The Local Value Added amounts to: NS.....

NB: The cost structure must be attached to the bid for reference.

Sworn/ affirmed before me at ..... this..... day of ..... 20.....

Signature of Witness: \_\_\_\_\_

Full Name of witness: \_\_\_\_\_

1.1. Micro, Small and Medium/ Owned Enterprises Declaration/Youth Owned Enterprise Declaration/Previously Disadvantaged Person (PDP) owned enterprises Declaration in terms of Paragraph 9(3) and Annexure 6 of the Code of good practice on preferences

I/We declare under oath that the company's total equity owned by:

Namibian (MSME) is ..... (insert percentage)

Namibian women is ..... (insert percentage)

Namibian youth is ..... (insert percentage)

Namibian PDPs is ..... (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

**Note:** The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Sworn/affirmed before me at ..... this ..... day of ..... 20.....

Signature of Witness: \_\_\_\_\_

Full Name of witness:

### 3. Suppliers providing employment to Namibians Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Sworn/affirmed before me at ..... this ..... day of ..... 20.....

Signature of Witness: \_\_\_\_\_

Full Name of witness

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/RA-08/2025

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Removal of existing work		
2.	Paint and Brickwork		
3.	Ceiling, Partitions and Access Flooring Cornices		
4.	Tiling		
5.	Joinery Work		
6.	Plumbing and Drainage Taps, Valves, ect		
7.	Electrical Installation		
8.	External Work Roof seal		

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

### Specifications and Compliance Sheet Authorised By:

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

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

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. W/RFQ/RA-08/2025) available on the website of the Public Entity ([www.ra.org.na](http://www.ra.org.na)) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/RA-08/2025

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
<b>Employer</b> GCC 1.1(r)	<b>Roads Authority</b>
<b>Intended Completion Date</b> GCC	The intended completion date is: within a Month
<b>Project Manager</b> GCC 1.1(y)	N/A
<b>Site</b> GCC 1.1(aa)	The Site is located at: Mariental NaTIS
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be: PO issued
<b>The Works</b> GCC 1.1(hh)	The Works consist of : <b>Renovation Work at Mariental Registering Authority</b>
<b>Interpretation</b> GCC 2.2	The project will be completed in the following sections: _____
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract: _____
<b>Language and Law</b> GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions</b> 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.
<b>Delegation</b> GCC 5.1	The Project Manager <b>may</b> delegate his/her duties.
<b>Notices</b>	Any notice shall be sent to the following addresses:

GCC Clause Reference	Special Conditions
<b>GCC 6</b>	<p>Janet Japhta <a href="mailto:japhtaj@ra.org.na">japhtaj@ra.org.na</a> 061 284 7358</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p>
<b>Insurance</b> <b>GCC 13.1</b>	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <p><b>Not Applicable</b></p>
<b>Site Date</b> <b>GCC 14.1</b>	N/A
<b>Procedure for Disputes</b> <b>GCC 24</b>	<p>No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and 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.</p>
<b>Program</b> <b>GCC 25.1</b>	Not applicable
<b>GCC 25.3</b>	Not applicable
<b>Defects Liability Period</b> <b>GCC 33.1</b>	The Defects Liability Period is: <b>180</b> days.
<b>Payment Certificates</b> <b>GCC 39.7</b>	<p><i>“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”.</i></p>
<b>Payments</b> <b>GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice.
<b>Adverse weather Conditions</b> <b>GCC 41.1 (I)</b>	<b>Not Applicable</b>
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract <i>is not</i> subject to price adjustment.
<b>Retention</b>	<b>Not applicable</b>

GCC Clause Reference	Special Conditions
<b>GCC 45.</b>	
<b>Liquidated Damages</b>	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day.
<b>GCC 46.1</b>	N/A
<b>Bonus</b> <b>GCC 47.1</b>	The rate for the Bonus per calendar day is: _____
<b>Advance Payment</b>	(i) No advance payment shall be made* or
<b>GCC 48.1</b>	
<b>Performance Security</b>	(i) No Performance Security is required* or
<b>GCC 49.1</b>	

**SCHEDULE 2**  
**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: W/RFQ/RA-08/2025**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Confirms Stock Availability		
Valid and Certified by the commission of oath Registration Certificate copy		
Valid Good Standing Tax Certificate (copy/original) Certified by the commission of oath		
Valid Good standing Social Security Certificate (copy/original) Certified by the commission of oath		
Valid and certified by the commission of oath Affirmative Compliance Certificate copy		
Written undertaking as contemplated in section 138 (2) of the Labour Act, 2007		
Reference Letters the similar work previously done with the description of work done		

***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.*