REQUEST FOR QUOTATIONS:

CONSTRUCTION OF AN OFFICE BLOCK FOR CEIR - MAIN CAMPUS

Procurement Reference No: W/RFQ/UNAM- 11/2022

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

TEL/CELL NO: _____

CONTACT PERSON: _____

E-MAIL: _____

TOTAL COST (EXCLUSIVE VAT.) _____

Closing Date: 03 JUNE 2022 – 12h00

To be deposited in the Tender Box located at Administration Building, Ground Floor.

NB: A PRE-BID MEETING WILL BE HELD ON, TUESDAY 17 MAY 2022 - 10H00, AT THE CEIR OFFICES (MAIN CAMPUS)

University of Namibia, Private Bag 13301, Mandume Ndemufayo Avenue, PioniersPark Windhoek
Telephone: +264 61 206 4855 Email: procurement@unam.na

University of Namibia, Private Bag 13301, Windhoek, Namibia
340 Mandume Ndemufayo Avenue, Pioneerspark
☎ +264 61 206 3111; URL : http//www.unam.edu.na

UNAM
UNIVERSITY OF NAMIBIA

Letter of Invitation

W/RFQ/UNAM-11/2022

06 May 2022

Dear Prospective Suppliers

Request for Quotations: Construction of an Office Block for CEIR - Main Campus

The University of Namibia invites you to submit your best quote for the works described in detail in the scope of work section.

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

Queries, if any, should be addressed to Mr Ruben Prinz, Assistant Director, Main Campus, Tel: 061-206 4646, Email: rprinz@unam.na

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,

Consarve Kanyama

Chief Procurement Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The University of Namibia 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 reject all quotations at any time prior to contract award.

(c) 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

(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 bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

(a) have a valid company Registration Certificate;

(b) have an original or certified valid good Standing Tax Certificate;

(c) have an original or certified valid good Standing Social Security Certificate;

(d) have 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;

(e) Submit signed Bid-securing Declaration.

(f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

4.1 Completion Certificates & Reference Letters

a) Have two or more relevant, contactable and certified **reference letters** from a **reputable** organisation of for similar work done within the last five years (5) . The letter must be on the client's letterhead, clearly stating the scope of work done and must be signed and stamped by the client.

and or,

b) Have two or more relevant, contactable and certified **completion certificates** from a **reputable** organisation for similar work done within the last five years (5). The certificate must be on the client's letterhead, clearly stating the scope of work done and be signed and stamped by the client.

5. 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 **30** days after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to the **University of Namibia** with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Tender Box located at **University of Namibia**, **Administration Building Main Campus, Ground Floor, Windhoek, 03 June 2022 at 12h00** Quotations by post or hand delivered should reach the University of Namibia by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the **University of Namibia** 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 Securing Declaration, will be posted on the website of the **University** and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The **University of Namibia** 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.

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. 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.

14. Notification of Award and Debriefing

The **University of Namibia** 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 **University of Namibia** 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*:*	**University of Namibia**
Procurement Reference Number:	**W/RFQ/UNAM-11/2022**
Subject matter of Procurement:	**Construction of an Office Block for CEIR - Main Campus**

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead **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	

BID SECURING DECLARATION

(Section 45 of Act)
(Regulation 37(1) (b) and 37(5))

Date: …….

Procurement Ref No.: .W/RFQUNAM-11/2022

To: The University of Namibia, Private Bag 13301, Mandume Ndemufayo Avenue, Pionierspark

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.]

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:……

Registration Number :...……...

Vat Number: ……

Industry/Sector: ……

Place of Business:……..

Physical Address:……..

Tell No.:……

Fax No.:…….

Email Address:……..

Postal Address:……..

Full name of Owner/Accounting Officer:……..……...

…….....

Email Address:……..

2. PROCUREMENT DETAILS

Procurement 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

The scope of work includes:
Construction of an Office Block for CEIR - Main Campus

The proposed materials to be used are as per the table below, However, the bidder is encouraged to visit the site and ascertain the exact requirement.

DESCRIPTION	**QUANTITY**
Demolition work	
Construction work	
Aluminium work	
Joinery work	
Tiling	
Painting	
Plumbing	
Electrical work	
Air-conditioning	

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/UNAM-11/2022**

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$)	Total Price (N$)
A*	B*	C*	D*	E	F
A. CONSTRUCTION WORKS					
1	Demolish existing wall (17.5x1.8)	31.50	m^2		
2	Construct 220mm brick building as per drawing	1	Each		
3	Rough plastering of outside walls as per drawing measurements	1	Each		
4	Smooth plastering of all inside walls as per drawing measurements	1	Each		
5	Supply and install aluminium framed windows with glazing glass as per drawing measurements (1200mmx1000mm)	8	Each		
5a	Supply and fit vertical blinds (navy blue)	8	Each		
6	Supply and install aluminium single door with glazing glass as per drawing and cylinder lock complete with 6 keys	1	Each		
7	Supply and install rhino ceiling boards (14.16x4,2)	59.47	m^2		
7a	Supply and install trap door	1	Each		
8	Construct roof as per drawing measurement using steel trusses (16.8x4.2)	70.46	m^2		
9	Construct roof as per drawing measurements using steel purlins	70.46	m^2		
10	Supply and fit Clip Lock roofing as per drawing measurements	70.46	m^2		
11	Supply and fit gutters	14,16	m		

12	Supply and fit down pipes	1	Each		
13	Supply and fit 600x600 mm porcelain floor tiles 1GINFS6000600 (Item code Union Tiles) (14.16x4,2)	59.47	m^2		
13a	Supply and fit tile skirting with round aluminium edging	36.72	m		
14	Paint inside walls (Pale Grey 104, Neo Dur – Neo Paint) (14.16x2x2.7 + 4.2x2x2.7)	99.14	m^2		
15	Paint outside walls (Unam yellow Neo Paints S3030-Y20R and Foundation Paint, Taracotta 111 Neo Dur) (16.5x3.2x2 + 4.2x3.2x2)	132.48	m^2		
				SUB TOTAL A	
B. ABLUTION FACILITIES					
16	Construct 220mm brick building for ablution facility as per drawing (3.67x3.2x2) + (4.2x3.2)	36.93	Each		
17	Smooth plastering of outside walls as drawing measurements (3.67x3.2x2)	23.88	Each		
18	Smooth plastering of all inside walls as per drawing measurements (1.9x2.7x8) (1.4x2.7x4) + (1.6x2.7x2) + (4.2x2.7)	76.14	Each		
19	Construct roof using steel trusses as per drawing measurement (5.67x4.2)	23.81	m^2		
20	Construct roof using steel purlins as per drawing measurements (5.67x4.2) (Typical roof layout drawing is attached)	23.81	m^2		
21	Supply and fit Clip Lock roofing as per drawing measurements (5,67x4.2)	23.81	m^2		
22	Supply and fit gutter	3.67	m		
23	Supply and fit down pipe	1	Each		
24	Supply and install rhino ceiling boards (3.44x4.2)	14.03	m^2		
25	Toilet Pot: WC - Vaal Sanitary ware City Compact CC vitreous china close coupled suite colour White (Code: 774562) with Thermoset Soft-Close seat (Code: 8535Z0), comprising 90º outlet closed rim wash down pan with matching 6 litre cistern top dual flush cistern including fitments.	4	Each		

26	Supply and fit standard solid wooden outside doors with handle and cylinder lock complete	2	Each		
26a	Supply and fit standard wooden inside doors with red and white locking indicator	58.32	Each		
27	Supply and fit white 200x300mm wall tiles 1ARTGDA66012600 (Item code Union Tiles) height as per drawing measurement	14.03	m^2		
27a	Supply and fit 600x600 mm porcelain floor tiles 1GINFS6000600 (Item code Union Tiles) (3.34x4,2)	76.14	m^2		
28	Paint inside walls (Pale Grey 104, Neo Dur – Neo Paint (1.9x2.7x8) (1.4x2.7x4) + (1.6x2.7x2) + (4.2x2.7)	1	m^2		
29	Connect outlets to nearest sewer line (5m)	1	Each		
30	Connect water supply to nearest water line and provide a stop valve (5m)	1	Each		
				SUB TOTAL B	
C. ELECTRICAL WORKS					
31	Supply and install 16x2 core cable above existing building inside a galvanised pipe to connect at Main Distribution board	30	m		
31.1	Supply and install galvanised pipe to protect cable that connect at Main Distribution board	30	m		
31.2	Supply and Supply and install complete distribution board with circuit breakers to accommodate all plugs, lights and 2 x AC (Including the ablution facility)	1	Each		
31.3	Supply and install building earthing wire and connect the existing earthing cable	5	m		
32	Supply and fit energy saver double LED lights	5	Each		
32.1	Supply and fit steel double trunking	18.36	m		
33	Supply and fit electrical plugs inside the trunking	10	Each		
34	Supply and fit LED outside lights with day/night switch	4	Each		
35	Supply and fit LED toilet lights in offices	2	Each		

36	Supply and fit light switches in toilets	2	Each		
37	Supply and fit light switch in office	1	Each		
38	Supply and fit split air-conditioners (18000BTU) with isolators (GREE)	2	Each		
39	Supply and install data points inside the trunking	5	Each		
40	Supply and install vertical window blinds (blue)	10	Each		
				SUB TOTAL C	
D. INTERLOCKING					
41	Excavation, filling and compaction of interlocking area	82	m^2		
42	Do treat area with ant poisoning	82	m^2		
43	Supply and fit DPC Layer below compaction	82	m^2		
44	Supply and fit interlock pavers	82	m^2		
45	Provisional sum data and telephone	1	Lump Sum	15 000.00	15 000.00
				SUB TOTAL D	

SUBTOTAL (A,B,C,D)	
VAT	
TOTAL	

Priced Activity Schedule Authorised By:

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

Bid invalid if not signed here

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/UNAM-11/2022**

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***
Construction Works			
1	Demolish existing wall (17.5x1.8)		
2	Construct 220mm brick building as per drawing		
3	Rough plastering of outside walls as per drawing measurements		
4	Smooth plastering of all inside walls as per drawing measurements		
5	Supply and install aluminium framed windows with glazing glass as per drawing measurements		
6	Supply and install aluminium single door with glazing glass as per drawing and cylinder lock complete with 6 keys		
7	Supply and install rhino ceiling boards (14.16x4,2)		
8	Construct roof as per drawing measurement using steel trusses		
9	Construct roof as per drawing measurements using steel purlins		
10	Supply and fit IBR roofing as per drawing measurements		
11	Supply and fit gutters		
12	Supply and fit down pipes		
13	Supply and fit 600x600 mm porcelain floor tiles 1GINFS6000600 (Item code Union Tiles) (14.16x4,2)		
13a	Supply and fit tile skirting with round aluminium edging		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
14	Paint inside walls (White) (14.16x2x2.7+4.2x2.2,7)		
15	Paint outside walls (Unam yellow ROC 3050 & Ascot Tan ROC 3051) (14.16x3.4+14.16x2.8+4.2x3.2)		
	Ablution Facilities		
16	**A.** Construct 220mm brick building for ablution facility as per drawing		
17	Rough plastering of outside walls as drawing measurements		
18	Smooth plastering of all inside walls as per drawing measurements		
19	Construct roof using steel trusses as per drawing measurement		
20	Construct roof using steel purlins as per drawing measurements		
21	Supply and fit IBR roofing as per drawing measurements		
22	Supply and fit gutter		
23	Supply and fit down pipe		
24	Supply and install rhino ceiling boards (3.44x4.2)		
25	Toilet Pot: WC - Vaal Sanitary ware City Compact CC vitreous china close coupled suite colour White (Code: 774562) with Thermoset Soft-Close seat (Code: 8535Z0), comprising 90º outlet closed rim wash down pan with matching 6 litre cistern top dual flush cistern including fitments.		
26	Supply and fit solid wooden doors with handle and cylinder lock complete		
27	Supply and fit white 200x300mm wall tiles 1ARTGDA66012600 (Item code Union Tiles) height as per drawing measurement		
27a	Supply and fit 600x600 mm porcelain floor tiles 1GINFS6000600 (Item code Union Tiles) (14.16x4,2)		
28	Paint outside walls (Unam yellow ROC 3050 & Ascot Tan ROC 3051) (3.3x2.8+3.3x3.4+4.2x3.2)		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
29	Connect outlets to nearest sewer line		
30	Connect water supply to nearest water line and provide a stop valve		
	Electrical Works		
31	Supply and fit energy saver double fluorescent lights		
32	**B.** Supply and fit steel double trunking		
33	Supply and fit electrical plugs inside the trunking		
34	Supply and fit outside lights with day/night switch		
35	Supply and fit toilet lights		
36	Supply and fit light switches in toilets		
37	Supply and fit light switch in office		
38	Supply and fit split air-conditioners (18000BTU) with isolators (Gree)		
39	Supply and install data points inside the trunking		
40	Supply and install vertical window blinds (blue)		
	Interlocking		
41	Excavation, filling and compaction of interlocking area		
42	Do treat area with ant poisoning		
43	Supply and fit DPC Layer below compaction		
44	Supply and fit interlock pavers		
45	Provisional sum 10% of sub-totals for unforeseen/additional works		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the procurement of Works (Ref. **W/RFQ-GCC**) available on the website of the **University of Namibia** *www.unam.edu.na* except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/UNAM-11/2022**

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
Employer **GCC 1.1(r)**	**The University of Namibia** **Private Bag 13301** **Windhoek**
Intended Completion Date **GCC**	The intended completion date is: _____
Project Manager **GCC 1.1(y)**	The **Assistant Director: Mr Ruben Prinz**
Site **GCC 1.1(aa)**	The Site is located at **Main Campus**
Start Date **GCC 1.1(dd)**	The Start Date shall be:_____
The Works **GCC 1.1(hh)**	**The Works consist of: The Works consist of: Construction of an office block for Communications and International Relations at Main Campus**
Interpretation **GCC 2.2**	The project will be completed in the following sections: **Not applicable.**
Interpretation **GCC2.3**	The following additional documents shall form part of the contract: **Not applicable**
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
GCC 3.1	
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.
Delegation GCC 5.1	The Project Manager **may not** delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____ 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: Insurance cover is not applicable
Site Date GCC 14.1	The site Date shall be: arrangements will be made.
Possession of the Site GCC 20.1	The Site Possession Date shall be within 1 days after acceptance 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 7 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	The Defects Liability Period is: **12 months.**
Payment	A single statement of the estimated value of the work executed shall be

GCC Clause Reference	Special Conditions
Certificates **GCC 39.7**	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**	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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions **GCC 41.1 (l)**	• Continuous rain of more than 8 hours
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 4% per day. The maximum amount of liquidated damages for the whole of the Works is 4%. **.**
Bonus **GCC 47.1**	The rate for the Bonus per calendar day is: Not applicable
Advance Payment **GCC 48.1**	(i) No advance payment shall be made.
Performance Security **GCC 49.1**	No Performance Security is required
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: 10%

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

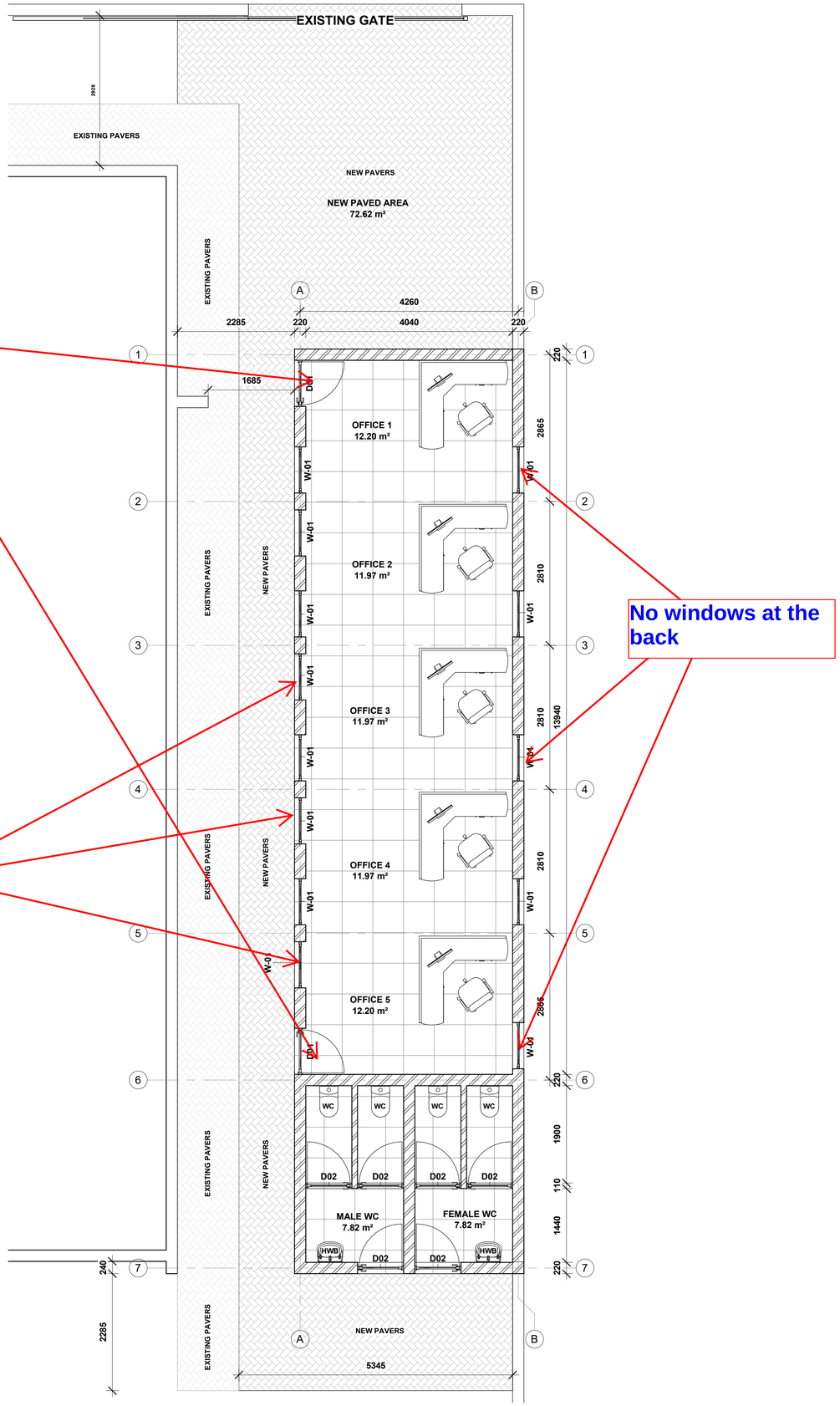
Procurement Reference No.: W/RFQ/UNAM-11/2022

Description	Attached	Not Attached
Quotation letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid Company Registration Certificate		
Valid Company Good Standing Social Security Certificate		
Valid Company Good Standing Tax Certificate (Receiver of Revenue)		
Valid certified copy of Affirmative Action Compliance Certificate		
Relevant Completion Certificate (s) and or Relevant Reference Letter(s)		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its 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.*

Flat Roofed Building

Standard size Aluminium Single Door



No windows at the back

8 x Aluminium Windows
1000mm x 1200mm
1 x Horizontal opening (Outside)
8 x Vertical Blinds (Navy Blue)

1 GROUND FLOOR PLAN

1 : 50

BUILDING SQM TOTALS			
Level	Name	Area	Department
GROUND FLOOR	MALE WC	7.82 m²	ABLUTION
GROUND FLOOR	FEMALE WC	7.82 m²	ABLUTION
		15.63 m²	
GROUND FLOOR	NEW PAVED AREA	72.62 m²	EXTERNAL AREA
		72.62 m²	
GROUND FLOOR	OFFICE 5	12.20 m²	OFFICE AREA
GROUND FLOOR	OFFICE 4	11.97 m²	OFFICE AREA
GROUND FLOOR	OFFICE 3	11.97 m²	OFFICE AREA
GROUND FLOOR	OFFICE 2	11.97 m²	OFFICE AREA
GROUND FLOOR	OFFICE 1	12.20 m²	OFFICE AREA
		60.32 m²	
FLOOR AREA TOTAL		148.57 m²	

NOTES

1. THE CONTRACTOR MUST VERIFY ALL LEVELS AND DIMENSIONS ON SITE PRIOR TO ANY WORK COMMENCING AND ANY DISCREPANCIES MUST BE DISCUSSED WITH THE ENGINEER.
2. DRAWING MUST NOT BE SCALED.
3. ALL WORKMANSHIP AND MATERIALS MUST COMPLY WITH THE LATEST RELEVANT SANS CODES.
4. THE ENGINEER MUST INSPECT AND APPROVE ALL EXCAVATIONS PRIOR TO FIXING ANY REINFORCEMENT.
5. MINIMUM SAFE BEARING PRESURE = 350kPa
6. ALL COLUMNS AND BASES CENTRED ON GRID LINES UNLESS OTHERWISE SHOWN.
7. ALL EXPOSED CONCRETE WORK TO BE SMOOTH FINISHED TO RECEIVE HIGH QUALITY PAINT FINISH AS PER LATER INSTRUCTION.

No.	Description	Date

CLIENT

UNAM
UNIVERSITY OF NAMIBIA

CONSULTANTS

QUANTITY SURVEYOR

CIVIL & STRUCTURAL ENGINEERS

MECHANICAL ENGINEERS

ELECTRICAL ENGINEERS

DRAWING STATUS
SKETCH PLAN

PROJECT TITLE
NEW PROPOSED OFFICE LAYOUT

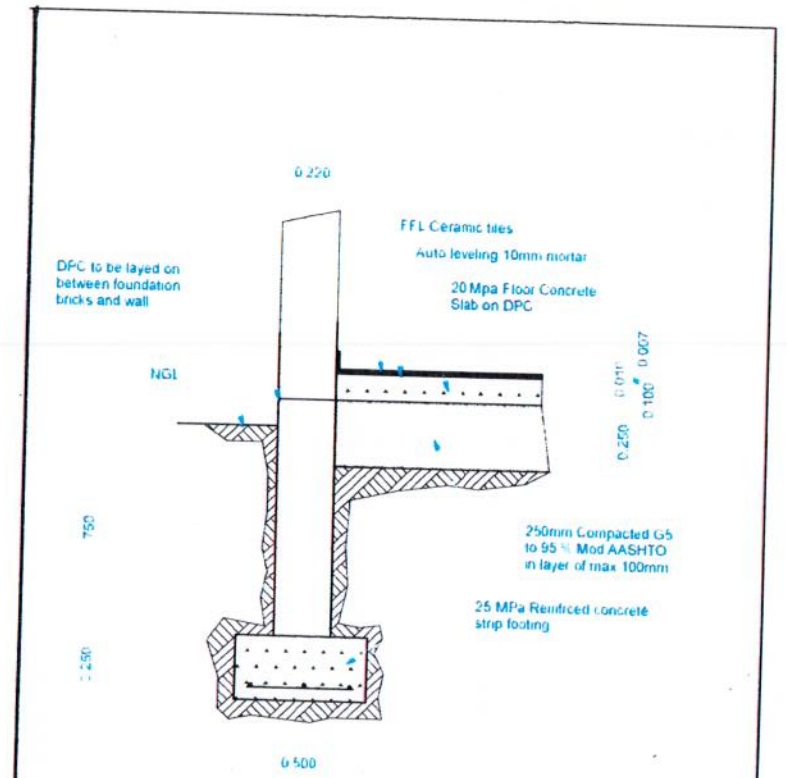
DRAWING DESCRIPTION
GROUND FLOOR PLAN & FIRST FLOOR - ROOF PLAN

SCALE	1 : 50
DATE	Issue Date
DRAWN	C.D.W

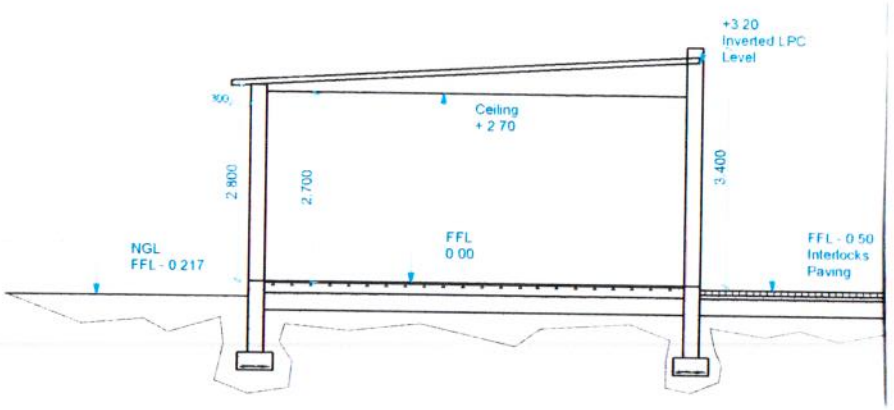
bartsch architecton
P.O. BOX 90588 EMAIL: SVEN@BARTSCHNAM.COM

PROJECT NO	DRAWING NO	REVISION
0090	P001	

9/14/2021 12:47:14 PM

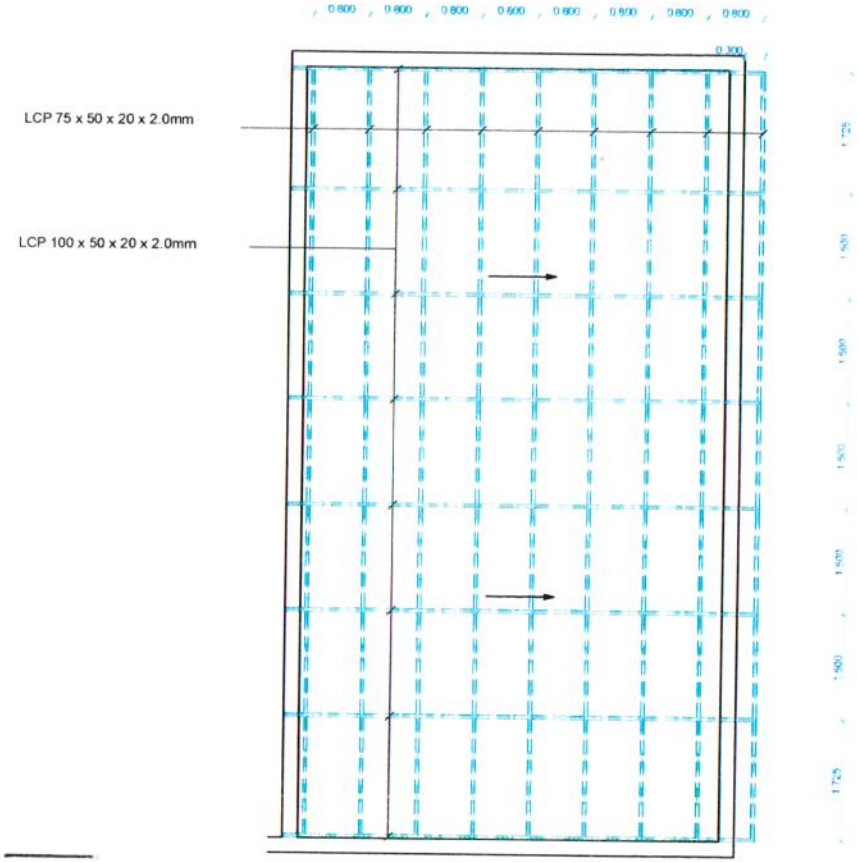


Typical Foundation Detail
Esc. 1:20



SECTION 01-01

ROOF PLAN
Esc. 1:75



Drawn by:
ESTATE SERVICES

May 2021

UNAM