



Ministry of Urban and Rural Development

BIDDING DOCUMENTS

Issued on: 15 September 2026

for

**PROCUREMENT OF RECONSTRUCTION OF 5 (FIVE)
HOUSES UNDER THE MASS HOUSING DEVELOPMENT
PROGRAMME (MHDP) IN MARIENTAL, HARDAP REGION**

Procurement Reference No: W/ONB/17-05/2026/2027

Cost: NAD 300.00

Name of Bidder		
E-mail Address		
Postal Address		
Contact Phone Number	Work:	Mobile:
Bid price (N\$ - Incl. VAT)		
Bid price (In Words)		

Standard Bidding Document

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PART 1 – Bidding Procedures

Section 1 - Instructions to Bidders

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Section I - Instructions to Bidders

A. General

1. **Scope of Bid**
 - 1.1 The Public Entity as defined¹ in Section II “Bidding Data Sheet” (**BDS**) also referred to herein as Employer invites bids for the construction of Works, as **described in the BDS** and Section VII, “Special Conditions of Contract” (SCC).

The name and identification number of the Contract are **provided in the BDS and the SCC**.
 - 1.2 The successful Bidder shall be expected to complete the Works by the Intended Completion Period **specified in the BDS**.
 - 1.3 Throughout these bidding documents, the terms:
 - (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax,) with proof of receipt;
 - (b) if the context so requires, “singular” means “plural” and vice versa;
 - (c) “day” means calendar day unless otherwise stated; and
2. **Source of Fund**
 - 2.1 The Works shall be financed by the Public Entity’s own budgetary allocation, **unless otherwise stated in the BDS**.
3. **Public Entities Related to Bidding Documents & to application for review**
 - 3.1 The public entities related to these bidding documents are the Public Entity, acting as procurement entity (Purchaser), the Procurement Policy Unit, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting Bidding document, receiving and evaluation of bids in respect of major contracts and the Review Panel, set up under the Public Procurement Act, 2015 (hereinafter referred to as the Act.)

**The Chairperson
Review Panel
Ministry of Finance
Private Bag 13295
Windhoek, Namibia**

¹ See Section IV, “General Conditions of Contract,” Clause 1. Definitions.

4. Fraud and Corruption

- 4.1 The Government of the Republic of Namibia requires that bidders/suppliers/contractors, participating in procurement in Namibia, observe the highest standard of ethics during the procurement process and execution of contracts.
- 4.2 The Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;

For the purposes of this Sub-Clause:

- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

- 4.3. Bidders, suppliers and public officials shall also be aware of the provisions stated in section 67 and 68 of the Public Procurement Act, 2015 which can be consulted on the website of the Procurement Policy Unit (PPU) : www.mof.gov.na/procurement-policy-unit

5. Eligible Bidders

- 5.1 A Bidder may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally-enforceable joint venture. All

partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.

5.2 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if :

- (a) they have a controlling partner in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this bid; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; or
- (g) a Bidder, or any of its affiliates has been hired (or is proposed to be hired) by the Employer as Engineer for the contract.

5.3 (a) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified

(b) Bids from contractors appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

5.4 Government-owned enterprises in the Republic of Namibia shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law, and that they are not a dependent agency of the Government.

6. Qualifications of Bidders

- 6.1 All bidders shall provide in Section III, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 6.2 Bidders shall include the information and documents listed hereunder with their bids, unless otherwise **stated in the BDS**. The non-submission of the documents by the Bidder within the prescribed period may lead to the rejection of its bid.
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder;
 - (b) total monetary value of construction works performed for each of the last five years;
 - (c) experience in works of a similar nature and size for each of the last five years or as otherwise **stated in the BDS**; and clients who may be contacted for further information on those contracts;
 - (d) major items of construction equipment proposed to carry out the Contract;
 - (e) qualifications and experience of key site personnel and technical personnel proposed for the contract;
 - (f) report on the financial standing of the Bidder for the last three years, such as certified copies of Financial Statements/Audited Accounts as filed at the Registrar of Companies;
 - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
 - (h) authority to seek references from the Bidder's bankers; and
 - (i) information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, the issues involved, the disputed amounts, and awards;
 - (j) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.

6.3 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

- (a) a minimum average annual financial amount of construction work over the period **specified in the BDS**.
- (b) experience as prime contractor in the construction of a minimum number of works of a nature and complexity equivalent to the Works over a period as **specified in the BDS** (To comply with this requirement, works cited should be at least 70 percent complete);
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS**;
- (d) a Contract Manager/Supervisor with five years' experience in works of an equivalent nature and volume, including no less than three years as Manager or as otherwise **specified in the BDS**; and
- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount **specified in the BDS**.²

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

B. Contents of Bidding Document

7. Sections of Bidding Document

7.1 The Bidding Document consists of all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 10.

Section I - Instructions to Bidders (ITB)
Section II- Bidding Data Sheet
Section III - Evaluation Criteria
Section IV - Bidding Forms
Section V - Employer's Requirements
Section VI – General Conditions of Contract
Section VII- Special Conditions of Contract
Section VIII - Contract Forms

7.2 The Invitation for Bids issued by the Employer is not part of the Bidding Document.

² Usually the equivalent of the estimated payments flow over 4-6 months at the average (straight line distribution) construction rate. The actual period of reference shall depend on the speed with which the Government shall pay the Contractor's monthly certificates.

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| <p>8. Clarification of Bidding Document</p> | <p>8.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Employer in writing at the Employer's address indicated in the BDS.</p> <p>The Employer will respond in writing to any request for clarification, provided that such request is received 14 days prior to the deadline for submission of bids.</p> <p>Should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so following the procedure under ITB 10.</p> |
| <p>9. Site visit/Pre-bid meeting</p> | <p>9.1 Bidders, at the Bidders' own responsibility and risk, are encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing their Bids and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidders' own expense.</p> <p>9.2 The Bidder or its designated representative is invited to attend a pre-bid meeting, as provided for in the BDS. The purpose of the pre-bid meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.</p> <p>Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder</p> |
| <p>10. Amendment of Bidding Document</p> | <p>10.1 At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addenda and extend the deadline for submission of bids, if needed.</p> |

C. Preparation of Bids

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| <p>11. Cost of Bidding</p> | <p>11.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs irrespective of the outcome of the bidding process.</p> |
| <p>12. Language of Bid</p> | <p>12.1 The Bid, supporting documents as well as all correspondence relating to the bid exchanged by the Bidder and the Employer shall be in English Language.</p> |
| <p>13. Documents Comprising the Bid</p> | <p>13.1 The Bid shall comprise the following:</p> <ul style="list-style-type: none"> (a) Bid submission Form (in the format indicated in Section IV); (b) Qualification information and documentary evidence establishing the Bidder's qualifications to perform the contract; (c) completed Bill of Quantities / Activity Schedule; |

(d) the following documentary evidence is required

1. have a valid company Registration Certificate;
2. have an original valid good Standing Tax Certificate;
3. have an original valid good Standing Social Security Certificate;
4. 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;
5. have a certificate indicating SME Status (for Bids reserved for SMEs);
6. 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;

(e) *[insert any other additional eligibility criteria]*

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| 14. Bid Submission Form and Schedules | 14.1 The Bid Submission Form, Schedules, and all documents listed under ITB 13.1 shall be prepared using the relevant forms, if so provided. |
| 15. Alternative Proposal | 15.1 Alternative Technical Proposals and completion dates if allowed shall be indicated in Section V- Specifications. The evaluation methodologies for their consideration shall be given in Section III. |
| 16. Bid Prices and Discounts | <p>16.1 The Contract shall be for the whole Works, as described in ITB Sub-Clause 1.1, based on the priced Activity Schedule/Bill of Quantities³ submitted by the Bidder.</p> <p>16.2 Bidders shall fill in rates and prices for all items of the Works described in the Bill of Quantities.⁴ Items for which no rate or price is entered by Bidders, shall not be paid for by the Public Entity when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.</p> <p>16.3 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 14 days</p> |

³ In lump sum contracts, delete “priced Bill of Quantities” and replace with “priced Activity Schedule.”

⁴ In lump sum contracts, delete “described in the Bill of Quantities” and replace with “described in the drawings and specifications and listed in the Activity Schedule.”

prior to the deadline for submission of bids, shall be included in the rates, prices, and total Bid price submitted by Bidders.⁵

- 16.4 The price to be quoted in the Bid Submission Form shall be the total price of bid after any discount offered.

The discount if any and the conditions of its application shall be indicated separately.

17. Currencies of Bid and Payment

- 17.1 The bid price and rates shall be in Namibian Dollars and fixed for the duration of the contract unless otherwise **specified in the BDS**.

- 17.2 Unless otherwise **specified in BDS** interim payment for Plant and Material on site is applicable as per GCC 39.7.

18. Documents Comprising the Technical Proposal

- 18.1 The Bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in the Bidder Qualification Form (section IV), in sufficient details to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time.

19. Period of Validity of Bids

- 19.1 Bids shall remain valid for a period **specified in the BDS**. The Bid Validity period should not exceed 180 days.

- 19.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing.

20. Bid Security/Bid Securing Declaration

- 20.1 The Bidder shall furnish either a subscription to a Bid Securing Declaration or a Bid Security in its original form with its bid as part of its bid, if so **required in the BDS**.

- 20.2 Bid Security shall be in the form of a Bank Guarantee from a local commercial bank as per the format contained in section IV and shall be valid for a period of 30 days beyond the validity period of the bid or beyond any period of extension.

- 20.3 Any bid not accompanied by an enforceable and substantially compliant Bid Security or a subscription to a Bid Securing Declaration in the Bid Submission Form, if required in accordance with ITB 20.1, shall be rejected by the Employer as non-responsive.

- 20.4 Bid Security shall be forfeited or the Bid Securing declaration exercised for non-compliance on the part of the Bidder for reasons mentioned in the Bid Security format contained in Section III or the Bid Suring Declaration contained as Appendix to the Bid Submission Form.

⁵ In lump sum contracts, delete "rates, prices, and."

- 21. Format and Signing of Bid**
- 21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 13.1 and clearly mark it "ORIGINAL". In addition, the Bidder shall submit the number of copies **as specified in the BDS**, clearly mark with the label "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 21.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

D. Submission and Opening of Bids

- 22. Sealing and Marking of Bids**
- 22.1 Bidders may always submit their bids by mail or by hand. Procedures for submission, sealing and marking are as follows:
- (a) Bidders submitting bids by mail or by hand shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB 15, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL", "ALTERNATIVE" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 22.2.
- 22.2 The inner and outer envelopes shall:
- (a) bear the name and address of the Bidder;
- (b) be addressed to the Employer as indicated in ITB 22.1;
- (c) bear the specific identification of this bidding process indicated in accordance with ITB 1.1; and
- (d) bear a warning not to open before the time and date for bid opening.
- 23. Deadline for Submission of Bids**
- 23.1 Bids shall be delivered to the Employer at the address and no later than the time and date **specified in the BDS**.
- The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 10.
- 24. Late Bids**
- 24.1 Late bids shall not be considered. They will be returned unopened
- 25. Withdrawal, Substitution, and Modification of Bids**
- 25.1 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid submission Form or any extension thereof.

- 26. Bid Opening**
- 26.1 The Employer shall open the bids at the time place and address **specified in the BDS** in the presence of Bidders' designated representatives who choose to attend.
- 26.2 The bidders' names, the Bid Prices, the total amount of each bid, any discounts, any alternative bid, bid modifications and withdrawals, the presence or absence of bid security, and such other details as the Employer may consider appropriate, will be announced and recorded by the Employer at the opening.

E. Evaluation and Comparison of Bids

- 27. Confidentiality**
- 27.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process.
- 27.2 Any attempt by a Bidder to influence the Employer in the evaluation of the bids or Contract award decisions may result in the rejection of its bid.
- 28. Clarification of Bids**
- 28.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its bid. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetical errors discovered by the Employer in the evaluation of the bids, in accordance with ITB 31.
- 29. Determination of Responsiveness**
- 29.1 The Employer's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB13.
- 29.2 A substantially responsive bid is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission.
- 29.3 The Employer shall examine the technical aspects of the bid submitted in accordance with ITB 18, Technical Proposal, in particular, to confirm that all requirements of Section V (Employer's Requirements) have been met without any material deviation, reservation or omission.
- 29.4 If a bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

- 30. Nonconformities, Errors, and Omissions**
- 30.1 Provided that a bid is substantially responsive, the Employer may waive any non-material non-conformity in the bid, request that the Bidder submit the necessary information or documentation, to rectify nonmaterial nonconformities in the bid related to documentation requirements but not related to any aspect of the price of the bid; and shall rectify quantifiable nonmaterial nonconformities related to the Bid Price.
- 31. Correction of Arithmetical Errors**
- 31.1 Provided that the bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
- (a) only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 32. Margin of Preference**
- 32.1 **Unless otherwise specified in the BDS**, Margin of preference shall not apply.
- 33. Evaluation of Bids**
- 33.1 The Employer shall use the criteria and methodology defined in this clause and no other evaluation criteria or methodologies shall be permitted.
- 33.2 To evaluate a bid, the Employer shall consider the following:
- (a) the bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities for admeasurement contracts or Schedule of Prices for lump sum contracts, but including Daywork items, where priced competitively; and
 - (b) price adjustment for correction of arithmetic errors, discounts, non-conformities, due to the supplementary criteria as defined in Section III, and Margin of Preference, if applicable.
- 33.3 If this Bidding Document allows Bidders to quote separate prices for different contracts, and to award multiple contracts to a single Bidder, the methodology to determine the lowest evaluated price of the contract combinations, including any

discount offered in the Bid Submission Form, is specified in Section III (Evaluation and Qualification Criteria).

33.4 If the bid for an admeasurement contract, which results in the lowest Evaluated Bid Price, is seriously unbalanced, front loaded or substantially below updated estimates or if any item in the Priced Activity Schedule is front loaded or contains an erroneous amount in the opinion of the Employer, the Employer may after clarification require the Bidder to produce detailed price analysis for any or all items that the amount of the performance security be increased at the expense of the Bidder.

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| 34. Comparison of Bids | 34.1 The Employer shall compare all substantially responsive bids in accordance with ITB 33 to determine the lowest evaluated bid. |
| 35. Qualification of the Bidder | 35.1 The Employer shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated substantially responsive bid meets the qualifying criteria. |
| 36. Employer's Right to Accept Any Bid, and to Reject Any or All Bids | 36.1 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. |

F. Award of Contract

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| 37. Award Criteria | 37.1 Subject to ITB 36.1, the Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. |
| 38. Notification of Award | 38.1 Prior to the expiration of the period of bid validity, the Employer shall, for contract amount above the prescribed threshold of N\$ 2 M, notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to Challenge, the Employer shall notify the selected Bidder, in writing, by a Notification of award for award of contract. The Notification of award shall specify the sum that the Employer will pay the Contractor in consideration of the execution and completion of the Works (hereinafter and in the Conditions of Contract and Contract Forms called "the Contract Price") and the requirement for the Contractor to remedy any defects therein as prescribed by the Contract. Within seven days from the issue of notification of award, the Purchaser shall publish on the Public Procurement Portal (www.mof.gov.na/procurement-policy-unit) and the Purchaser's website, the results of the |

Bidding Process identifying the bid and lot numbers and the following information:

(i) name of the successful Bidder, and the Price it offered, as well as the duration and summary scope of the contract awarded; and

(ii) an executive summary of the Bid Evaluation Report.

38.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

39. Signing of Contract

39.1 Promptly upon issue of notification of award, the Employer shall send to the successful Bidder the Contract Agreement.

39.2 Within thirty (30) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Employer.

40. Performance Security

40.1 Within thirty (30) days of the receipt of the notification of award from the Employer, the successful Bidder shall furnish the Performance Security in accordance with the conditions of contract, using for that purpose the Performance Security Form included in Section VIII (Contract Forms).

40.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or to sign the Contract Agreement within the prescribed delay shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

41. Advance Payment and Security

41.1 The Public Entity shall provide an Advance Payment on the Contract Price as stipulated in the GCC, subject to a maximum amount, **as stated in the BDS**. The Advance Payment shall be guaranteed by a security as per the format contained in Section VIII.

42. Plant and Materials on site

42.1 Unless otherwise **specified in BDS** interim payment for Plant and Material on site is applicable as per GCC 39.7.

43. Debriefing

43.1 The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

Section II. Bidding Data Sheet (BDS)

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. General	
ITB 1.1	The Public Entity is: Ministry of Urban and Rural Development The Works Construction, Alterations, Renovations and Additions. The Project is for the re-construction of 5 Houses under the Mass Housing Development Programme (MHDP) in Mariental.
ITB 1.2	The Intended Completion period is 8 months from Site hand over date (including builders holidays)
ITB 2.1	The Funding Agency is: Ministry of Urban and Rural Development
ITB 5.3	A list of firms debarred from participating in Public Procurement in Namibia is available at http://www.mof.gov.na/procurement-policy-unit A list of firms debarred by World Bank is available at http://www.worldbank.org/debarr
ITB 6.2	The information required from bidders in ITB Sub-Clause 5.2 is modified as per Section III: Evaluation Criteria
ITB 6.2 (d)	Contractors should have at least five years of experience for works of projects of a similar nature.
ITB 6.3 (a)	The Contractor must have a minimum average annual financial amount of construction of N\$ 8,000,000.00 over the last five years. Proof to be provided in form of reference letters.
ITB 6.3 (b)	The number of works is: experience as prime contractor in construction of one or more house/residential construction of building works project work size and value equivalent to the bid amount. This should be one or more project of similar nature and complexity (a large number of housing unit constructed under one project). The period is: 5 years
ITB 6.3 (c)	The essential equipment to be made available for the Contract by the successful Bidder shall be: Proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment required for performance of the contract such as: i. Company vehicles. ii. Trucks, trailers, transport of materials. iii. Transport of workers.

	iv. Site offices. v. Site storage. vi. Mortar mixers batching plants, concrete mixers and/or concrete supply plans. vii. Dumper trucks. viii. Compressor/hard rock/soft rock breakers. ix. Small tools (wheelbarrows, spades, etc.); and/or x. Any other equipment not listed. List of equipment must be provided with proof of ownership. Lease or renting is allowed and proof of agreements or recent accounts confirmations with rental hires must be provided. (Proof must not be older than 12 months)
ITB 6.3 (d)	Contract/Project Manager/Site Agent with five years' experience in works of an equivalent nature and volume, including no less than three years as Manager. Detailed CV of qualifications, job history and experience is required. Certified copies of qualifications in construction related disciplines or equivalent must be provided. Proposed personnel must work for the Bidder or provide letter of intent once Bidder is awarded the contract (proof must be attached).
ITB 6.3 (e)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be kindly inserting the amount. We made reference to 8mil before. Bidder must demonstrate access or availability of financial resources such as liquid assets, unencumbered real assets, lines of credit, financing partners, financial term sheets and other financial means, to a minimum of 15% of the bid amount. Proper proof must be attached and must have been issued after the invitation date or should be properly justified if issued before the invitation date. Bank letters issued specific for this bid should be in original form and must be signed and stamped by an authorized person. Copies of other proof not submitted in original must be certified.
ITB 6.3 (f) there is no ITB 6.3(f)	Submission of a Detailed Construction Program
Please verify	Submission of a Detailed Works Method Statement.
	i. Bidder must demonstrate proof of building material suppliers accounts and/or cash accounts, together with good standing reference to demonstrate favourable trading history.

	ii. Such proof should not be older than 12 months. iii. Proof of cash accounts are accepted provided that the Bidder proves to have financial means to utilize and service the account or the account shows a favourable balance. This criterion will be assessed separately and will not form part of financial resources.
B. Bidding Documents	
ITB 8.1	The Public Entity's address for clarification is: <i>Ministry of Urban and Rural Development, Private Bag 13289, Windhoek Email: pmu@murd.gov.na , clarification is 7 days before the bid closing date.</i>
ITB 9.2	A pre-bid meeting is compulsory and is scheduled for 25 September 2026 at 11H00, Mariental Municipality Hall, Hardap Region.
C. Preparation of Bids	
ITB 13.1(e)	Any additional materials required to be completed and submitted by the Bidders are; The following documentary evidence is required and compulsory: 1. Bid Submission Form, (in accordance with the format indicated in Section III), duly completed, and stating full names of Contractor's representative. Attach certified copy of identity document (ID) or certified copy of a valid passport of representative. 2. Qualification information and documentary evidence establishing the Bidder's qualifications to perform the contract. 3. Duly/Fully completed and signed Bills of Quantities (BoQs) 4. Mandatory Legal Requirements: (Failure to submit will result in disqualification) For the bid to meet the mandatory requirements, the bidder must submit the following documents as outlined in section 50 of the Act: (a) an original or certified copy of a valid certificate of good standing with the Receiver of Revenue. (b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission. (c) as required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998) - (i) a certified copy of a valid affirmative action compliance certificate issued under section 41 of that Act.

	(ii) a certified copy of an exemption issued under section 42 of that Act, or (iii) a certified copy of proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act. (d) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No. 11 of 2007), and (e) a certified copy of a valid – (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia. (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia. (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia, or (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements, but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d). (f) Bid Securing Declaration form must be fully completed and signed (in accordance with the format indicated in Section III). (g) Form – Certificate of Bidder's Visit to Site
ITB 17.1	The Contract is not subject to price adjustment in accordance with GCC Clause 44.
ITB 17.2	Interim Payment for Material on site is applicable.
ITB 19.1	The Bid shall be valid for 180 days after the deadline set for the submission of bid, the deadline being counted as day one of the validity period.
ITB 20.1	a) No Bid Security is required. b) Bid shall include a subscription to a Bid Securing Declaration
D. Submission and Opening of Bids	
ITB 21.1	In addition to the original of the bid, the number of copies is: <i>one (1) copy and one electronic</i>
ITB 23.1	The deadline for submission of bids shall be: 13 October 2026 at 11:00
ITB 23.1	The Employer's address for the purpose of Bid submission is:

	Ministry of Urban and Rural Development Government Office Park Private Bag 13289 Windhoek First Floor Bid Box Attention: Head of PMU;
ITB 26.1	The bid opening shall take place at: Ministry of Urban and Rural Development 1st Floor Boardroom Room 144 Date: 13 October 2026 , Time: 11H15
E. Evaluation and Comparison of Bids	
ITB 32.1	A margin of preference shall apply.
F. Award of Contract	
ITB 40.1	The Standard Form of Performance Security acceptable to the Public Entity shall be “a Bank Guarantee”. The Bank guarantee shall be 10% of the contract price inclusive of provisional and contingencies sum and VAT.
ITB 41.1	The Advance Payment not applicable
ITB 42.1	Interim Payment for Material on site “ is ” applicable.

Section III - Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

Evaluation Criteria

This Section complements the Instructions to Bidders. It contains the criteria that MURD will use to evaluate a bid and determine whether a Bidder has the required qualifications. The Criteria hereunder are derived from the ITB and BDS. No other criteria but those indicated here shall be used during evaluation.

Evaluation Methodology

Evaluation will be conducted by a Bid Evaluation Committee (BEC) appointed in accordance with the Procurement Act and Regulations and evaluated in accordance with the criteria stated here below and in tables 1, 2, 3, and 4 in five phases.

Phase 1: Evaluation of Administrative and Legal Compliance

The eligibility criteria will be assessed based on a Yes or No basis. Only the bidders who score a **Yes** for all the required (mandatory) documents and satisfy the formal documentary evidence as indicated in ITB 13.1 and ITB 20.1 as stated in **TABLE 1**, will proceed to the next phase of Technical Evaluation.

Phase 2: Evaluation of Technical Compliance

Bidders will be assessed against the Technical Evaluation criteria as stated in **TABLE 2**

The eligibility criteria will be assessed based on the scoring matrix. Only the bidders who obtain **80%** for all criteria and satisfy the formal documentary evidence, will proceed to the next phase of Financial Evaluation.

Phase 3: Evaluation of Financial Compliance

Bidders will be assessed against the Financial Evaluation criteria as stated in **TABLE 3**.

The eligibility criteria will be assessed based on the scoring matrix. Only the bidders who score **80%** for all criteria and satisfy the formal documentary evidence as, will proceed to the next phase of Completed Projects Reference evaluation.

Phase 4: Completed Projects Reference Form

Bidders will be assessed against the criteria as stated in **TABLE 4**.

The eligibility criteria will be assessed based on the scoring matrix. Only the bidders who score 80% for all criteria and satisfy the formal documentary evidence as, will proceed to the next phase of Price evaluation.

Phase 5: Price Evaluation (In terms of the Tender/Bid Amount)

The Final Bid Amount of qualifying bidders in terms of Phases 1 to 4 will be subjected to a reasonableness analysis.

The procurement contract will be awarded to the **lowest evaluated, substantially responsive (administratively, financially & technically compliant)** bid.

Evaluation of Administrative and Legal Compliance

TABLE 1: Mandatory Legal Compliance

1	Proof of Payment for purchase of bidding document	
2	Bid Securing Declaration; ITB 20.1 ; (p.46) (On form provided or company letterhead in the same format of the form)	
3	Company Registration Information A certified copy of valid registration certificate or relevant documentation as outlined in ITB 13.1(1)	
4	An original or certified copy of a valid certificate of good standing with the Receiver of Revenue; ITB 13.1(2)	
5	A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; ITB 13.1(3)	
6	A valid certificate of Affirmative Action compliance: - Certified copy of certificate, or - Certified copy exemption, or Certified copy of proof; ITB 13.1(4)	
7	Completed Undertaking in terms of section 138 of the Labour Act; ITB 13.1(6) (On form provided or company letterhead in the same format of the form)	

TABLE 2: Administrative Compliance

	DOCUMENT DESCRIPTION	YES/NO
1	Fully Completed Bid Submission Form; ITB 13.1(a), (p.25) (On form provided or company letterhead in the same format of the form) Attached certified copy of identity document (ID) or certified copy of a valid passport of representative & evidence of signatory authorized to sign the bid	
2	Qualification information and documentary evidence establishing the Bidder's qualifications to perform the contract; ITB 14.1 (All information to be completed on forms provided or presented on company letterheads in the same format of the forms)	
3	Completed Bills of Quantities (BoQs) Summary of Construction Cost; ITB 16.1 (On forms provided or company letterhead in the same format of the forms/Submitting of self-designed spreadsheets in the same format of the form is allowed)	
4	Certificate of Bidders Visit to Site; ITB 13.1(g) (On form provided or company letterhead in the same format of the form)	
5	Bidding Document submitted in original & copy and fully signed & initialed; ITB 21.1	
6	In the case of a Joint Venture, have a fully signed joint venture agreement and all parties must provide full mandatory documents stated above ITB 13.1 (e)(iv);	
7	Self-declaration form fully completed: ITB 5.3	
8	Bidder do not have current/ongoing capital project with Ministry of Urban and Rural Development	

Table 3: Evaluation of Technical Compliance**(All Documents must be certified copies or original where indicated)****(Bidder must score a minimum of 80% to proceed to the next stage of evaluation)**

	Description	Source of Verification	Scoring Notes		Weight
1	Experience as Prime Contractor in the construction of works of a nature and complexity equivalent to at least 50% of bid amount, within the last five (5) years (May 2019 - May 2024). (this entails any type of construction) i. Projects will be assessed individually and not combined. ii. At least one of the Projects mentioned must meet the required criteria. i. Reference letters and completion certificates must be attached. ii. Value of the project must be indicated on one of the attachments or confirmed separately. Clients and consultants (principal agents) may will be contacted for confirmation and further information on the projects listed Completion Certificate – Must attach the one issued by the Local Authority. If it is a housing/residential project – all completion certificates must be attached.	- Bidder must be the main contractor for previous work done. - Bidder must be older/operating for more than 5 years. - Complexity of work shall be determined by the value of previous projects/work done 50% of the current bid price. - If the Project indicated is part of a JV, the following conditions needs to be met: - Bidder must prove to MURD that he/she was part of the construction proses throughout the Project and not just a sub-contractor or a silent partner. - Proper proof must be provided. - If at any time MURD is not satisfied with the proof provided, MURD will need to confirm participation of the Bidder in the construction/completion of the Project as required.	5 Years or more in existence, prime contractor + needed project in terms of the value to prove the works.	5%	10%
			Less than 5 years in existence, prime contractor + needed project in terms of the value to prove the works.	5%	
			If contractor cannot provide proof of the needed project + the fact that he/she was the main contractor.	0%	
2	Experience in one or more house/residential construction or building works project with size and value equivalent to bid amount. iii. Each project must have been completed within the last five (5) years (May 2019 - May 2024). iv. Projects will be assessed individually and not combined. At least one of the	- Nature of work must relate to building or residential/house construction. - If the Project indicated is part of a JV, the following conditions needs to be met: - Bidder must prove to MURD that he/she was part of the construction proses throughout the Project and not just a	Project chosen to prove – <u>House/Residential Construction</u> (value of project must be equal or more than the bid amount).	10%	25%
			Project chosen to prove – <u>Building Construction</u> (value of project must be equal or	10%	

	Projects mentioned must meet the required criteria. v. Reference letters and completion certificates must be attached. vi. Value of the project must be indicated on one of these attachments or confirmed separately. Clients and consultants (principal agents) will be contacted for confirmation and further information on the projects listed Completion Certificate – Must attach the one issued by the Local Authority. If it is a housing/residential project – all completion certificates must be attached.	sub-contractor or a silent partner. - Proper proof must be provided. - If at any time MURD is not satisfied with the proof provided, MURD will need to confirm participation of the Bidder in the construction/completion of the Project as required.	more than the bid amount).		
			Project chosen to prove – House/Residential or Building Construction (value of project below bid amount but not less than 50% of bid amount.	5%	
			If any of the required information mentioned above is missing – contractor will not score any points. Contractor to make sure all info is attached or more than required.	0%	
3	Construction equipment proposed to carry out the contract/project. List must be provided with proof of ownership. Lease or renting is allowed and proof of agreements or recent accounts confirmations with tool/plant/machinery/equipment hires must be provided. (proof must not be older than 12 months)	Proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment required for performance of the contract such as: • Company vehicles • Trucks, trailers, transport of materials • Transport of workers • Site offices • Site storage • Mortar mixers batching plants, concrete mixers and/or concrete supply plans • Dumper trucks • Excavators • Compressor/hard rock/soft rock breakers • Small tools (wheelbarrows, spades, etc.) • Any other equipment not listed	List of plant attached + proof of ownership of at least 2 or more of the plant mentioned.	2%	10%
			List of plant attached + proof of ownership of at least 1 of the plant mentioned.	2.5%	
			Proof of lease or renting. Proper proof must be provided – account + good standing of account.	2.5%	
			Proof of lease or renting. Proper proof must be provided – account (not older than 3 months from date of bid advert).	1.5%	
			Only list provided – must be a	1.5%	

			proper detailed list.		
			None of the above	0%	
4	Contract/Project Manager/Site Agent with five years' experience in works of an equivalent nature and volume, including no less than three years as Manager. Detailed CV of qualifications, job history and experience is required. Certified copies of qualifications in construction related disciplines or equivalent must be provided. Proposed personnel must work for the Bidder or provide letter of intent once Bidder is awarded the contract (proof must be attached).	- Position of Project/Contract Manager/Site Agent must be indicated either in the bidding document or on the CV. - CV of Project/Contract Manager/Site Agent must be provided. - Experience of Project/Contract Manager/Site Agent must be of relevance to the current nature of bid. - Project/Contract Manager/Site Agent must indicate 3 or more years' experience in Managerial/Supervisory position. - Must work for bidder or there must be proof on intend to do so. - Qualifications can be any one of the following – Engineering, Quantity Surveyor, Construction Management, Architecture, Project Management etc.	Proper CV, relevant experience (works + management) & qualifications (must be attached) + must work for bidder or letter of intent	10%	20%
			Proper CV, relevant experience (works + management) & maybe no qualifications + must work for bidder or letter of intent	5%	
			Proper CV, maybe little or no experience (works + management) & qualifications (must be attached) + must work for bidder or letter of intent	5%	
			None of the above	0%	
5	Qualifications and experience of key site personnel and technical personnel proposed for the contract. At least two (2) must be listed with detailed CVs attached. Proposed personnel must work for the Bidder or provide letter of intent once Bidder is awarded the contract (proof must be attached). Detailed Organogram/ similar layout must be provided by bidders.	- Detailed Organogram/ similar layout must be provided by bidders. - Key site personnel must have relevant experience and qualifications relating to the nature of the tender. - At least two other CVs other than that of the one mentioned in criteria no.4 must be provided. - Must work for bidder or there must be proof on intend to do so.	Detailed organogram + 2 proper CVs attached with the needed experience & qualifications + must work for bidder or letter of intent	5%	25%
			Detailed organogram + 1 proper CV attached with the needed experience & qualifications + must work for	5%	

		- Examples of such key personnel are – Foreman, Plumber, Electrician, - Engineer, QS, Bricklayer, Safety Officer, Carpenter etc.	bidder or letter of intent		
			Detailed organogram + 2 proper CVs attached with the needed experience & little or no qualifications + must work for bidder or letter of intent	5%	
			Detailed organogram + 2 proper CV's attached with the little or no experience & qualifications + must work for bidder or letter of intent	5%	
			No organogram + 2 proper CV's attached with the needed experience & qualifications + must work for bidder or letter of intent.	2.5%	
			Detailed organogram only.	2.5%	
			None of the above.	0%	
6	Submission of a Detailed Construction Program	Detailed programme must be attached.	Submitted – Proper & detailed.	5%	5%
			Not submitted/lack of detail.	0%	
7	Submission of a Detailed Works Method Statement	Layout must be similar/ have the same/relevant content as indicated in the Bidding Document.	Submitted.	5%	5%
			Not submitted.	0%	
Total					100%

Table 4: Evaluation of Financial Compliance**(All Documents must be certified copies or original where indicated)****(Bidder must score a minimum of 80% to proceed to the next stage of evaluation)**

#	Factor	Requirement	Bidder			Source of Verification	Scoring Guidance	Weight	Actual Score
			Single Entity	Joint Venture or Association					
				All partners combined	Each Partner				
1	Bank Rating	Submission of an acceptable bank rating from a registered Namibian Bank. Only ratings of A, B, or C are considered acceptable.	Must meet requirements	Must meet requirements	Must meet requirements	Letter from Namibian registered bank not older than six months on original letterhead.	Rating A = 20% Rating B = 20% Rating C = 15% Rating D and Below = 0%	20%	
2	Historical Financial Performance	Submission of Audited or Unaudited financial statements for the past five (5) to demonstrate the current soundness of the bidder's financial position and its long-term profitability.	Must meet requirements	Must meet requirements	Must meet requirements	Form: Financial Situation, with attachments Provide certified copies of financial statements/audited accounts for the last five (5) years (March 2021 - March 2026).	5 years = 20% 4 years = 15% 3 years = 10% Not submitted or 2 & less than 2 = 0%	20%	
3	Financial Resources	Bidder must demonstrate access, or availability of, financial resources such as cash, liquid assets,	Must meet requirements	Must meet requirements	Must meet requirements	Form: Financial Resources; (liquid assets) Current Contract	Proof of financial resource equivalent to 15% of bid amount or more = 40%	40%	

4	Building Material Suppliers	unencumbered real assets, lines of credit, financing partners, and other financial means, to meet financial obligations of at least 15% of the bid amount.					Commitments with value equivalent to 15% of bid amount or more Evidence of adequate working capital for this contract of at least 15% of the bid amount	Proof of financial resources between 10% and 30% of bid amount = 25%	20%	
								Proof of financial resources below 10% of bid amount = 10%		
								No proof = 0%		
4	Building Material Suppliers	Bidder must demonstrate proof of building material suppliers accounts and/or cash accounts, together with good standing reference. BDS	Must meet requirements				Proof of accounts as well as letters of good standing not older than 12 months Credit / cash accounts or access to building materials equivalent to less than N\$200,000	Proof of building material accounts (2 accounts or more) (One of the accounts must be the main/known supplier of all or most building materials and credit limit must be more than N\$ 200 000.00) + good standing = 20%	20%	
								Proof of building material accounts (2 accounts or more) - no good standing (account not less than 6 months old from date of bid advert) = 10%		

[illegible]

Important Notes on Table.3 – Financial Resources

(Bidder must demonstrate access, or availability of, financial resources such as cash, liquid assets, unencumbered real assets, lines of credit, financing partners, and other financial means, to meet financial obligations of at least 15% of the bid amount)

- No Letters of Intent will be accepted.
- All Letters from Financial Institutions must be original and properly stamped (all pages).
- All Letters from Financial Institutions must not be older than the date of the Bid Advert.
- All Letters from Financial Institutions must clearly indicate the Project Name.
- Letters from Financial Institutions indicating that they will provide guarantee is not relevant here, only relevant once the Bidder is successful.
- Bank Statements must be properly stamped (all pages), original and date must not be older than date of Bid Advert.
- Indications of Bank Overdraft Facilities – must be properly stamped (all pages), original and date must not be older than date of Bid Advert. This must also clearly indicate how much of the funds is still available to use for this Project.
- Once a Financial Institution provides a letter to Bidder indicating funds, it must be approved already. Funds should be available at any time.
- Assets – We need proof of ownership (Bidder or owner) and need proof that there are no bonds, or any other debts allocated to this. Must be unencumbered. Valuations must also be attached not older than date of Bid Advert.
- Any documents in the name of the owner of the Bidder/Tenderer will also be accepted, but it must meet all the above-mentioned criteria in terms of the documents submitted. Should there be more than one owner/shareholder – documents submitted must be of the majority shareholder.

Form – Completed Projects Reference

Bidders must obtain a final score of 80% and above at this stage of evaluation to advance to the Final Stage of Pricing Comparison.

Important Notes

All Bidders who passes all the stages of Evaluation (Administrative and Legal, Technical as well as Financial Compliances), before going to the Final Stage of Evaluation (Final Bid Price / Price Comparisons) will be subjected to this evaluation process.

Project No.1 – Project listed in Criteria 2 of Technical Compliance

House/residential construction or building works project with size and value equivalent to the bid amount or more.

Project No.2 – Any other project that meet criteria

Construction of works of a nature and complexity equivalent to at least 50% of bid amount, within the last five (5) (March 2021 - March 2026) years.

Reference Confirmation

Bidder must provide MURD with all the details of the Projects and correct contact details of both the client and the consultant (principal agent) on the Project.

MURD will directly contact the respective clients and consultants (principal agents) and their responses should be received on time. Failure to submit responses on time will result in a negative score to the bidder.

Listed clients and consultants (principal agents) will be required to give confirmation by completing the Completed Projects Reference Forms. Evaluation scores are allocated to the different criteria as stated on these forms.

Bidders are not allowed to complete these forms and /or influence this process in one or another way and should that be the case, bidders will be penalized.

Incorrect or insufficient information will result in the Bidder being disqualified from the evaluation proses.

Each project must obtain a minimum score of 80%.

Table 4: Completed Projects Reference Form**PROJECT NO.1****Project listed in Criteria 2 of Technical Compliance**

House/residential construction or building works project with size and value equivalent to the bid amount or more

Client Information

Name of Client	
Position	
Contact Details (Office no)	
Contact Details (Cell phone no.)	
Contact Details (email address)	

Evaluation of Project by Client:

MURD will directly contact the respective clients and their responses should be received on time. Failure to submit responses on time will result in a negative score to the bidder.

Details	Scoring Criteria	Score	Weight	Client Score
On Time Completion of Project	Before / On time	20%	20%	
	Late	0%		
Project Completed within Budget	Within / Below Budget	5%	5%	
	Over Budget	0%		
Workmanship	Good	20%	20%	
	Average	5%		
	Bad	0%		
Material Used	As per specifications	5%	5%	
	Not as per specifications	0%		
TOTAL SCORE			50%	

Consultant Information (Principal Agent)

Name of Consultant (Principal Agent)	
Profession	
Contact Details (Office no)	
Contact Details (Cell phone no.)	
Contact Details (email address)	

Evaluation of Project by Consultant Information (Principal Agent):

MURD will directly contact the respective consultant (principal agent) and their responses should be received on time. Failure to submit responses on time will result in a negative score to the bidder.

Details	Scoring Criteria	Score	Weight	Consultant Score
On Time Completion of Project	Before / On time	20%	20%	
	Late	0%		
Project Completed within Budget	Within / Below Budget	5%	5%	
	Over Budget	0%		
Workmanship	Good	20%	20%	
	Average	5%		
	Bad	0%		
Material Used	As per specifications	5%	5%	
	Not as per specifications	0%		
TOTAL SCORE			50%	

TOTAL SCORE OBTAINED BY BIDDER FOR PROJECT 1	
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PROJECT NO.2**Any other project that meets criteria**

Construction of works of a nature and complexity equivalent to at least 50% of bid amount, within the last five (5) (March 2021 - March 2026) years

Client Information

Name of Client	
Position	
Contact Details (Office no)	
Contact Details (Cell phone no.)	
Contact Details (email address)	

Evaluation of Project by Client:

MURD will directly contact the respective clients and their responses should be received on time. Failure to submit responses on time will result in a negative score to the bidder.

Details	Scoring Criteria	Score	Weight	BEC Score
On Time Completion of Project	Before / On time	20%	20%	
	Late	0%		
Project Completed within Budget	Within / Below Budget	5%	5%	
	Over Budget	0%		
Workmanship	Good	20%	20%	
	Average	5%		
	Bad	0%		
Material Used	As per specifications	5%	5%	
	Not as per specifications	0%		
TOTAL SCORE			50%	

Consultant Information (Principal Agent)

Name of Consultant (Principal Agent)	
Profession	
Contact Details (Office no)	
Contact Details (Cell phone no.)	
Contact Details (email address)	

Evaluation of Project by Consultant Information (Principal Agent):

MURD will directly contact the respective consultant (principal agent) and their responses should be received on time. Failure to submit responses on time will result in a negative score to the bidder.

Details	Scoring Criteria	Score	Weight	BEC Score
On Time Completion of Project	Before / On time	20%	20%	
	Late	0%		
Project Completed within Budget	Within / Below Budget	5%	5%	
	Over Budget	0%		
Workmanship	Good	20%	20%	
	Average	5%		
	Bad	0%		
Material Used	As per specifications	5%	5%	
	Not as per specifications	0%		
TOTAL SCORE			50%	

TOTAL SCORE OBTAINED BY BIDDER FOR PROJECT 2	
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PRICE AND MARGIN OF PREFERENCE

The National Preference and Margin of preference for Works are to be applied as follows: Category of National Preference (Works)	Margin of Preference
1. Namibian Shareholding if the bidder meets any of the qualification criteria under section 71(3) of the Act	3%
2. Labour (aa) 1% - if between 50% - 60% of the key personnel inclusive of management are Namibian citizens; OR (bb) 2% - if more than 60% of the key personnel inclusive of management are Namibian citizens; (cc) 3% - if 100% semi-skilled labourers are Namibian citizens;	
3. Material: 2% - if the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the works are manufactured, grown, mined or extracted in Namibia.	2%
Total	10%

To benefit as outlined above, bidders must include a declaration page/form in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

Note: If a bidder qualifies for margins of preferences on more than one basis, all such preferences must be granted to the bidder **but not more than 10%** and, when considering the bid, the **bid price must be reduced** with the amount determined in accordance with the following formula:

The formula for calculating the margin of preference is as follows:

$$A = \frac{MP \times BP}{100}$$

100

in which formula –

(a) “A” represents the amount to be determined;

(b) “MP” represents the total percentage of all margins of preferences granted in respect of the bid; and

(c) “BP” represents the bid price

Section IV - Bidding Forms

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Bid Submission Form

The Bidder must prepare the Bid Submission Form on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final document.

Date: _____

Bidder's Reference No.: _____

Procurement Reference No.:

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 10;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:
_____;
- (c) The total price of our Bid after discounts, if any, offered in item (d) below is:

_____;
- (d) The discounts offered and the methodology for their application are:

_____;
- (e) Our bid shall be valid for a period of _____ [insert validity period as specified in ITB 19.1.] days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached hereto and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.
- (g) If our bid is accepted, we commit to obtain a Performance Security and a Preference Security (if applicable) in accordance with the Bidding Document;
- (h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 5.2;
- (i) We are not participating, as a Bidder in more than one bid in this bidding process other than alternative offers submitted in accordance with ITB 15;

- (j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Namibia;
- (k) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 5.4;⁶
- (l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (n) If awarded the contract, the person named below shall act as Contractor's Representative:

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to
sign the Bid for and
on behalf of: _____

Date: _____

Seal of Company _____

⁶ Use one of the two options as appropriate.

[This form is to be deleted if Bid Securing Deceleration is not applicable.]

Appendix to Bid Submission

Form

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

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

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

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

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

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

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

Signed:

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

Capacity of:

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

Name:

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

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

Dated on _____ day of _____, _____

[insert date of signing]

Corporate Seal (where appropriate)

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

****delete if not applicable / appropriate***

**Republic Of Namibia****Ministry of Labour, Industrial Relations and Employment Creation**

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement 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.*

SELF-DECLARATION FORM FOR ELIGIBILITY FOR THE NATIONAL PREFERENCE FORM [This form is to be completed on the bidder's letter Head]

Procurement Reference No: W/ONB/17-05/2026/2027

Procurement Description: Reconstruction of 5 (five) houses under the Mass Housing Development Programme (MHDP) in Mariental, Hardap Region

I/We the undersigned declare that:

1. I/we are eligible for the following categories of National Preference in terms of allowable Margin of Preferences as outlined in the Code of Good Practice and in accordance with applicable laws at the date of the deadline for bid submission.
2. We have attached the required documentary evidence in support of the grounds for qualification.

The National Preference and Margin of preference for Works are to be applied as follows: Category of National Preference (Works)	Margin of Preference
1. Namibian Shareholding if the bidder meets any of the qualification criteria under section 71(3) of the Act	3%
2. Labour (aa) 1% - if between 50% - 60% of the key personnel inclusive of management are Namibian citizens; OR (bb) 2% - if more than 60% of the key personnel inclusive of management are Namibian citizens; (cc) 3% - if 100% semi-skilled labourers are Namibian citizens;	
3. Material: 2% - if the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the works are manufactured, grown, mined or extracted in Namibia.	2%
Total	10%

Declared at _____ this _____ day of _____ 2024
 Signature (of duly authorised officer): _____
 Full Name and Designation: _____

*[The information to be filled in by **bidders** in the following pages shall be used for purposes of post-qualification or for verification of prequalification as provided for in ITB Clause 6. This information shall not be incorporated in the Contract. Attach additional pages as necessary. Pertinent sections of attached documents should be translated into English. If used for prequalification verification, the Bidder should fill in updated information only.]*

1.1 Constitution or legal status of Bidder:
.....
Place of registration:
Principal place of business:
Evidence of signatory authorized to sign the bid

1.2 Annual amounts of construction works performed during the last
..... year(s): N\$

1.3 Number of works of a nature and amount similar to the Works
performed as prime Contractor over the last years.
*[Also list details of work under way or committed, including
expected completion date(s).]*

[illegible]

- 1.4 Major items of Contractor's Equipment proposed for carrying out the Works. *[List all information requested below. Refer also to ITB Sub-Clause 6.3 (c).]*

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. *[Attach biographical data. Refer also to ITB Sub-Clause 6.3 (d).]*

Position	Name	Years of experience (general)	Years of experience in proposed position

- 1.6 Proposed subcontracts and firms involved. Refer to General Conditions of Contract Clause 7.

Sections of the Works	Value of subcontract	Subcontractor (name and address)	Experience in similar work

Form – Certificate of Bidder's Visit to Site***Reconstruction of 5 HOUSES under the Mass Housing Development Programme
(MHDP) in Mariental, Hardap Region*****CERTIFICATE OF BIDDER'S VISIT TO SITE (Mariental)**

THIS IS TO CERTIFY THAT

.....
.....
.....

CONTRACTOR(S) OF

.....
.....
.....

have carefully examined the site, with its proposed material and water location and have previously studied the contract documents.

I/we have made myself/ourselves familiar with all local conditions likely to influence the works and cost thereof.

I/we further certify that I/we am/are satisfied with the description of the work and that I/we perfectly understand the work to be done, as specified and implied, in the execution of this contract.

.....
BIDDER/CONTRACTOR

.....
MINISTRY OF URBAN & RURAL
DEVELOPMENT

.....
DATE

Form – Self Declaration**SELF-DECLARATION FORM****Procurement Reference No: W/ONB/17-05/2026/2027****Title**

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission.
2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group.
3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.
4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest.
5. I/ we have not sought, attempted to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at _____ this _____ day of _____ 20____

Signature (of duly authorised person):

Full Name and Designation:

Bill of Quantities⁷

Objectives

The objectives of the Bill of Quantities are:

- (a) to provide sufficient information on the quantities of Works to be performed to enable bids to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and contents of the Bill

of Quantities should be as simple and brief as possible.

Dayworks Schedule

A Dayworks Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Public Entity of the realism of rates quoted by the bidders, the Day works Schedule should normally comprise the following:

- (a) A list of the various classes of labor, materials, and Constructional Plant for which basic day work rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor shall be paid for work executed on a day work basis.
- (b) Nominal quantities for each item of day work, to be priced by each Bidder at day work rates as Bid. The rate to be entered by the Bidder against each basic day work item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary priced Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the Special Conditions of Contract should state the manner in which they shall be used, and under whose authority (usually the Employer's Representative).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors (refer to GCC Clause 8) should be indicated in the relevant part of the

⁷ In lump sum contracts, the "Bill of Quantities" is prepared for information; it is not contractual. The contractual document prepared by the Bidder shall be a "Schedule of Activities."

Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Public Entity to select such specialized contractors. To provide an element of competition among the bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

These Notes for Preparing a Bill of Quantities are intended only as information for the Public Entity or the person drafting the Bidding Documents. They should not be included in the final Documents.

PART 2 – Employer's Requirements

Section V - Employer's Requirements

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Specifications (*refer to project specification, Annexure 1 for detailed specifications*)

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their bids. In the context of international competitive bidding, the Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of bids be ensured, and the subsequent task of Bid evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar projects in the same country are useful to prepare Specifications. The use of metric units is encouraged by the Government of the Republic of Namibia. Most Specifications are normally written specially by the Employer or Employer's Representative to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in these documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

"Equivalency of Standards and Codes"

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified shall be accepted subject to the Employer's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Employer's

Representative at least 30 days prior to the date when the Contractor desires the Employer's Representative's consent. In the event the Employer's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents."

Drawings (*refer to Annexure 2 for detailed drawings*)

Please see below listed drawings as annexure 2

1. House Type Naute x3
2. House Type Onduli x3

Supplementary Information

The Bidder is instructed to familiarize him/herself with all items listed under Section C: Specific Preliminaries

DRAWINGS

The Bidder is referred to the section “Drawings” included with these Bills of Quantities, for a list of Architect’s drawings attached to these Bills of Quantities.

BILLS OF QUANTITIES

The pages of these Schedule of Quantities are numbered consecutively, and the Bidder is advised to check the number of pages and if any are missing or duplicated, or the figures or typing is indistinct, or if the Bills contain any obvious errors, the Bidder must immediately apply to the Ministry of Urban and Rural Development PMU representative and Project Manager to have the same rectified, as no liability whatsoever will be admitted in the Contractor’s tender due to the foregoing.

No alteration, erasure, omission or addition is to be made in the text and conditions of these Bills of Quantities and should any such alteration, amendment, note or addition be made, the same will not be recognized, but the reading of these Bills of Quantities as prepared by the Project Manager will be adhered to.

The Bidder is warned that should he use any quantities appearing in these Bills of Quantities for the purpose of ordering materials, he does so at his own risk and no liability whatsoever will be afterwards admitted by the Employer or Project Manager for the correctness of such Quantities.

Should there be any discrepancies in the descriptions and or quantities between the Schedule of quantities and the project drawings, the project drawings will in all events supersede the items in the Schedule of quantities.

SITE

The site of the proposed works is situated at Coordinates **-24.634056, 17.971844, Mariental, Hardap Region.**

The Bidders are strongly advised to inspect the site and acquaint themselves thoroughly with the nature and extent of the works, transport facilities, condition of adjacent existing buildings and access to the site, limitations and availability of working space, etc. before submitting their bids as no extras arising out of their failure to do so will be entertained.

SCOPE OF CONTRACT

The works included in these Schedule of Quantities include:

Reconstruction of 6 (six) houses under the Mass Housing Development Programme (MHDP) in Mariental, Hardap Region

PROCEDURE OF WORK

The Bidder's attention is drawn to Clause 20 of the Preliminaries "POSSESSION OF SITE" in the Schedule of Quantities.

PENALTIES FOR NON-COMPLETION

The Bidder's attention is drawn to Clause 46 of the Preliminaries "LIQUIDATED DAMAGES" in the Schedule of Quantities.

OTHER CONTRACTORS

The Bidder's attention is specifically drawn to Clause 8 of the 'General Conditions of Contract' and he is strongly advised to cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors.

VALUE ADDED TAX

All prices in these Bills of Quantities are to be net; i.e. rates are to exclude value-added tax.

The value-added tax is to be added to the total net contract amount on the summary page.

ESCALATION OF BUILDING COSTS

No escalations shall apply

CONTRACT DOCUMENTS

The General Conditions of Contract, Special Conditions of Contract, Contract Forms (as published under section 6 of the Public Procurement Act, 2015) and

project drawings applicable to this contract may be viewed at the offices of the Project Manager during normal office hours.

The Bidder is advised to examine the above documents and acquaint himself/herself thoroughly with the nature and requirements of the work, as no claim for extra payment in this connection will afterwards be entertained. Should any parts of the documents or drawings not be clearly legible to the Bidder, he must, before submitting his tender obtain clarification from Ministry of Urban and Rural Development.

SANS SPECIFICATIONS

All references in these Bills of Quantities to Specifications of the South African National Standards shall be deemed to be reference to the latest issues of such specifications, and any subsequent amendments thereto.

All articles, materials or items described as to conform to the SANS Specifications must bear the SANS mark.

SPECIFIED ITEMS

The Bidder is advised that his prices for articles described as specified in the Bills of Quantities must be based on the type and manufacture specified in these Bills of Quantities.

Where articles other than of the manufacture specified are used, an adjustment of the prices will be made and Variation Orders issued to cover these adjustments.

Substitution by similar or equal articles will be strictly subject to the Project Manager's approval and will only be considered if requested in writing after the contract has been awarded.

FINAL ACCOUNT

The Bidder's attention is drawn to the fact that the various alteration items, foundation items, plumbing and drainage items in these Schedule of Quantities are subject to variation and will be remeasured and adjusted at Schedule rates during the preparation of the Final Account.

Should the Bidder not endeavor to finalize the Final Account with the Project Manager within three months after receipt of same, the final cost figures as reflected in the Project Manager's Final Account will be taken to be the final cost of the project and no further negotiations will be entertained by the Employer.

MATERIALS AND WORKMANSHIP

The Bidder's attention is specifically drawn to the Specific Preliminaries and is advised that the Project Manager in consultation with the Heads of the relevant disciplines in Ministry of Urban and Rural Development shall require the Bidder

to furnish samples of all materials and workmanship for his approval prior to the work being executed and that these samples shall be for the Bidder's account.

An additional copy of the complete bidding document and attachments should be submitted with the original

SUBMISSION OF PRICED BILLS OF QUANTITIES AND OTHER RELEVANT INFORMATION

The attention of the bidder is drawn to the fact that his original priced Schedule of Quantities used for bidding purposes must be completed in black ink and must be submitted together with the Bidding Form. The priced Schedule of Quantities must have all items properly priced, extended and cast in ink. The use of pencil or correcting fluid and failure to initial every page may result in disqualification of the tender.

EMPLOYMENT OF NAMIBIAN PEOPLE

No employee of the Contractor originating from any other country shall enter Namibian territory without a work permit and a residence permit, obtainable from the Ministry of Home Affairs and Immigration.

It is an explicit condition of this Contract that no unskilled or semi - skilled labour may be employed on the site works unless he or she is a Namibian citizen.

It is a further condition that a **minimum of 50% of skilled labour** employed on the works shall be Namibian Citizens.

Where a bidder's labour component consists of more than 30% or up to 100% Namibian citizens, the requirement below still applies: -

The Bidder is required to schedule and specify the skilled Namibian personnel he intends employing, as well as the skilled non-Namibian personnel he intends bringing into Namibia for the sole purpose of executing the works. This list **must** be attached to the tender document.

Submission of this list does not absolve the contractor from compliance with any of the afore-going conditions.

Non-compliance will disqualify the tender.

PART 3 – Conditions of Contract and Contract Forms

Section VI - General Conditions of Contract

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General Conditions of Contract

A. General

1. Definitions

1.1 Boldface type is used to identify defined terms.

- (a) The Accepted Contract Amount means the amount accepted in the Notification of award for the execution and completion of the Works and the remedying of any defects.
- (b) The Activity Schedule is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity.
- (c) The Adjudicator is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- (d) Bill of Quantities means the priced and completed Bill of Quantities forming part of the Bid.
- (e) Compensation Events are those defined in GCC Clause 41 hereunder.
- (f) The Completion Date is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
- (g) The Contract is the Contract between the Employer and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- (h) The Contractor is the party whose Bid to carry out the Works has been accepted by the Employer.
- (i) The Contractor's Bid is the completed bidding document submitted by the Contractor to the Employer.
- (j) The Contract Price is the Accepted Contract Amount stated in the Notification of award and thereafter as adjusted in accordance with the Contract.
- (k) Days are calendar days; months are calendar months unless otherwise stated.
- (l) Dayworks are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- (m) A Defect is any part of the Works not completed in accordance with the Contract.

- (n) The Defects Liability Certificate is the certificate issued by Project Manager upon correction of defects by the Contractor.
- (o) The Defects Liability Period is the period **named in the SCC** pursuant to Sub-Clause 33.1 and calculated from the Completion Date.
- (p) Adjudicator means the single person appointed under Clause 23.
- (q) Drawings means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Employer in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- (r) The Employer is the party who employs the Contractor to carry out the Works, **as specified in the SCC**.
- (s) Equipment is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
- (t) "In writing" or "written" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- (u) The Initial Contract Price is the Contract Price listed in the Employer's Notification of award.
- (v) The Intended Completion Date is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- (w) Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- (x) Plant is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- (y) The Project Manager is the person **named in the SCC** (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- (z) SCC means Special Conditions of Contract
- (aa) The Site is the area **defined as such in the SCC**.
- (bb) Site Investigation Reports are those that were included in the bidding documents and are factual and interpretative

reports about the surface and subsurface conditions at the Site.

- (cc) Specification means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- (dd) The Start Date is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- (ee) A Subcontractor is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- (ff) Temporary Works are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- (gg) A Variation is an instruction given by the Project Manager which varies the Works.
- (hh) The Works are what the Contract requires the Contractor to construct, install, and turn over to the Employer, **as defined in the SCC**.

- 2. Interpretation**
- 2.1 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 2.2 If sectional completion is **specified in the SCC**, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3 The documents forming the Contract shall be interpreted in the following order of priority:
- (a) Agreement,
 - (b) Notification of award,
 - (c) Contractor's Bid,
 - (d) Special Conditions of Contract,
 - (e) General Conditions of Contract,
 - (f) Specifications,

- (g) Drawings,
 - (h) Bill of Quantities,⁸ and
 - (i) any other document **listed in the SCC** as forming part of the Contract.
- 3. Language and Law** 3.1 The language of the Contract must be English and the law governing the Contract is the Law of Namibia.
- 4. Project Manager's Decisions** 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between the Employer and the Contractor in the role representing the Employer.
- 5. Delegation** 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.
- 6. Communications** 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing to the addresses **specified in the SCC**. A notice shall be effective only when it is delivered.
- 7. Subcontracting** 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.
- 8. Other Contractors** 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.
- 9. Personnel and Equipment** 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

⁸ In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule."

- 10. Employer's and Contractor's Risks**
- 10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.
- 11. Employer's Risks**
- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Employer's risks:
- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
 - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
 - (ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.
 - (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Employer's risk except loss or damage due to
- (a) a Defect which existed on the Completion Date,
 - (b) an event occurring before the Completion Date, which was not itself an Employer's risk, or
 - (c) the activities of the Contractor on the Site after the Completion Date.
- 12. Contractor's Risks**
- 12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.
- 13. Insurance**
- 13.1 The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
- (a) loss of or damage to the Works, Plant, and Materials;

- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- (d) personal injury or death.

13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval within 21 days after issue of notification of award. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

13.3 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

13.4 Alterations to the terms of insurance shall not be made without the approval of the Project Manager.

13.5 Both parties shall comply with any conditions of the insurance policies.

13.6 The policies which are in the joint names of the Contractor and the Employer shall contain a clause to include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Employer.

14. Site Data

14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

15. Contractor to Construct the Works

15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

16. The Works to Be Completed by the Intended Completion Date

16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

17. Approval by the Project Manager

17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.

- 17.2 The Contractor shall be responsible for design of Temporary Works.
- 17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.
- 18. Safety** 18.1 The Contractor shall be responsible for the safety of all activities on the Site.
- 19. Discoveries** 19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.
- 20. Possession of the Site** 20.1 The Employer shall, after receiving the Performance security, the insurance covers and the Program for the Works all as per requirements, give possession of all parts of the Site to the Contractor within thirty days for execution of works in accordance to the Program for the Works. If possession of a part is not given by the date **stated in the SCC**, the Employer shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.
- 21. Access to the Site** 21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.
- 22. Instructions** 22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.
- 22.2 The Contractor shall permit persons appointed by the Employer to inspect the Site and/or the accounts and records of the Contractor and its sub-contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the Employer if required by the Employer. The Contractor's attention is drawn to Sub-Clause 57.1 which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under Sub-Clause 22.2 constitute a prohibited practice subject to contract termination.

23. Appointment of the Adjudicator

- 23.1 The Adjudicator shall be appointed jointly by the Employer and the Contractor, at the time of the Employer's issuance of the Notification of award. If, in the notification of award, the Employer does not agree on the appointment of the Adjudicator, the Employer will request the Appointing Authority **designated in the SCC**, to appoint the Adjudicator within 15 days of receipt of such request.
- 23.2 Should the Adjudicator resign or die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator shall be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 30 days of receipt of such request.

24. Procedure for Disputes

- 24.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 15 days of the notification of the Project Manager's decision.
- 24.2 The Adjudicator shall give a decision in writing within 30 days of receipt of a notification of a dispute.
- 24.3 The Adjudicator shall be paid by the hour at the **rate specified in the SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within thirty (30) days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above thirty (30) days, the Adjudicator's decision shall be final and binding.
- 24.4 The arbitration shall be conducted in accordance with the arbitration procedures published by the institution named and in the place specified **in the SCC**.

B. Time Control**25. Program**

- 25.1 Within the time **stated in the SCC**, after the date of the Notification of award, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.
- 25.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress

achieved on the timing of the remaining work, including any changes to the sequence of the activities.

- 25.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period **stated in the SCC**. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount **stated in the SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 15 days of being instructed to by the Project Manager.
- 25.4 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

26. Extension of the Intended Completion Date

- 26.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event(as defined in GCC 41) occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
- 26.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

27. Acceleration

- 27.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Employer and the Contractor.
- 27.2 If the Contractor's priced proposals for acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.

28. Delays Ordered by the Project Manager

- 28.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

29. Management Meetings

29.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

29.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

30. Early Warning

30.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

30.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

C. Quality Control**31. Identifying Defects**

31.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

32. Tests

32.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

33. Correction of Defects

33.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is **defined in the SCC**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

33.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

34. Uncorrected Defects

34.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

D. Cost Control

35. Contract Price

35.1 In the case of an admeasurement contract, the Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

35.2 In the case of a lump sum contract, the Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to prepare interim valuations of works done.

Any errors or inconsistencies including front loading detected in the Activity Schedule at any time during the execution of the project shall be resolved as directed as by the Project Manager.

36. Changes in the Contract Price

36.1 In the case of an admeasurement contract:

- (a) If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change.
- (b) The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Employer.
- (c) If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

36.2 In the case of a lump sum contract, the Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

37. Variations

37.1 All Variations shall be included in updated Programs, and, in the case of a lump sum contract, also in the Activity Schedule, produced by the Contractor.

- 37.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 37.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 37.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.
- 37.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.
- 37.6 In the case of an admeasurement contract, if the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 38.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.

**38. Cash Flow
Forecasts**

- 38.1 When the Program, or, in the case of a lump sum contract, the Activity Schedule, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

**39. Payment
Certificates**

- 39.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 39.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 39.3 The value of work executed shall be determined by the Project Manager.
- 39.4 The value of work executed shall comprise:
- (a) In the case of an admeasurement contract, the value of the quantities of work in the Bill of Quantities that have been completed; or

- (b) In the case of a lump sum contract, the value of work executed shall comprise the value of completed activities in the Activity Schedule.

39.5 The value of work executed shall include the valuation of Variations and Compensation Events.

39.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

39.7 Unless **otherwise specified in the SCC** Interim Payment may be made for Plant and Material delivered on site ready for incorporation within reasonable period of time in the permanent works, subject to the Contractor transferring ownership to the Employer and providing, where applicable, the right of the transfer of ownership vested upon the Contractor by its supplier.

Notwithstanding the transfer of ownership the responsibility for care and custody thereof together with the risk of loss or damage thereto shall remain with the Contractor until taking over of the works or part thereof in which such Plant and Materials are incorporated and shall make good at its own cost any loss or damage that may occur to the works or part thereof from any cause whatsoever during such period prior to the taking over.

40. Payments

40.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest at the legal rate.

40.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.

40.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions to the Contract Price.

40.4 Items of the Works for which no rate or price has been entered in shall not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

41. Compensation Events

41.1 The following shall be Compensation Events:

- (a) The Employer does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
- (b) The Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- (e) The Project Manager unreasonably does not approve a subcontract to be let.
- (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Notification of award from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
- (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- (i) The advance payment is delayed.
- (j) The effects on the Contractor of any of the Employer's Risks.
- (k) The Project Manager unreasonably delays issuing a Certificate of Completion.
- (l) In situations of Force Majeure which makes the contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. Such events shall be limited to:
 - (a) reason of any exceptionally adverse weather conditions (as specified in the BDS) and
 - (b) reason of civil commotion, strike or lockout affecting any of the trades employed upon the

Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works.

- 41.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.
- 41.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.
- 41.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

42. Tax

- 42.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

43. Currencies

- 43.1 Where payments are made in currencies other than the currency of the Employer's country **specified in the SCC**, the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor's Bid.

44. Price Adjustment

- 44.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c \text{ Imc/Ioc}$$

where:

P_c is the adjustment factor for the portion of the Contract Price payable in a specific currency “c.”

A_c and B_c are coefficients⁹ **specified in the SCC**, representing the nonadjustable and adjustable portions, respectively, of the Contract Price payable in that specific currency “c;” and

I_{mc} is the index prevailing at the end of the month being invoiced and I_{oc} is the index prevailing 28 days before Bid opening for inputs payable; both in the specific currency “c.”

- 44.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

45. Retention

- 45.1 The Employer shall retain from each payment due to the Contractor the proportion **stated in the SCC** until Completion of the whole of the Works.
- 45.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an “on demand” Bank guarantee.

46. Liquidated Damages

- 46.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.
- 46.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 40.1.

⁹ The sum of the two coefficients A_c and B_c should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the nonadjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other nonadjustable components. The sums of the adjustments for each currency are added to the Contract Price. [To be transferred to the User Guide]

47. Bonus

47.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

48. Advance Payment

48.1 The Employer shall make advance payment to the Contractor of the amounts **stated in the SCC** by the date **stated in the SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

48.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

48.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

49. Securities

49.1 The Performance Security shall be provided to the Employer no later than the date specified in the Notification of award and shall be issued in an amount **specified in the SCC**, by a bank and denominated in the Namibian Dollars. The Performance Security shall be valid until a date 30 days from the date of issue of the Certificate of Completion in the case of a Bank Guarantee.

49.2 (a) Where the contractor has benefitted from the application of the Margin of Preference for employment of local manpower, it shall:

(i) in the execution of the contract, fulfill its obligation of maintaining local manpower force for 80 % or more of the man-days deployed in the execution of the Works with which it satisfied the criteria of eligibility for being awarded the contract in application of the Margin of Preference; and

(ii) concurrently with the above performance security, provide a preference security to guarantee it will fulfill its obligation in that respect.

- (b) For contracts above N\$ 5 M, the preference security shall be in the form of an “on demand” bank guarantee for an amount in a convertible currency equivalent to the difference between its bid price and the bid price of the lowest bid if the Margin of Preference was not applicable. It shall be issued by a commercial bank located in the Republic of [Insert name of country].
- (c) For contracts up to N\$ 5 M, an amount equal to the value of the preference security shall be retained from progressive payments to the contractor, to constitute the guarantee for the preference security.
- (d) The preference security shall be valid until the Contractor has completed the Works and a Completion Certificate has been issued by the Employer’s Representative as per GCC 53.
- (e) The cost of providing the security shall be borne by the Contractor.

49.3 Where a Preference Security is applicable:

- (i) the Employer’s Representative shall monitor the employment of local manpower throughout the execution of the contract and shall from time to time request a report from the contractor on the percentage of total men-days deployed using local manpower.
- (ii) the Contractor shall submit the local manpower employment reports as often as it is reasonably requested by the Employer’s Representative.
- (iii) the Employer’s and Contractor’s representatives shall consult each other to ensure that the Contractor’s obligation towards local manpower employment is met during the Works execution.
- (iv) At the time of works completion, the Contractor shall submit a certified audited report to the Employer to substantiate the actual percentage of local manpower employed throughout the execution of the works.
- (v) The preference security shall be forfeited by the employer in case of failure on the part of the contractor to employ at least 80% of the local manpower in the execution of the Works.

50. Dayworks

- 50.1 If applicable, the Dayworks rates in the Contractor’s Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 50.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

50.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

51. Cost of Repairs

51.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

52. Labour Clause

52.1 (a) The rates of remuneration and other conditions of work of the employees of the Contractor shall not be less favorable than those established for work of the same character in the trade concerned-

(i) by collective agreement applying to a substantial proportion of the workers and employers in the trade concerned;

(ii) by arbitration awards; or

(iii) by Remuneration Regulations made under the Labour Act, 2007.

(b) Where remuneration and conditions of work are not regulated in a manner referred to at (a) above, the rates of the remuneration and other conditions of work shall be not less favourable than the general level observed in the trade in which the contractor is engaged by employers whose general circumstances are similar.

52.2 No Contractor shall be entitled to any payment in respect of work performed in the execution of the contract unless he has, together with his claim for payment, filed a certificate:

(a) stating the rates of remuneration and hours of work of the various categories of employees employed in the execution of the contracts;

(b) stating whether any remuneration payable in respect of work done is due;

(c) containing such other information as the Chief Executive Officer of the Public Body administering the contract may require to satisfy himself that the provisions under this clause have been complied with.

52.3 Where the Accounting Officer of the Public Entity administering the contract is satisfied that remuneration is still due to an employee employed under this contract at the time the claim for payment is filed under subsection *[Insert number]*, he may, unless the remuneration is sooner paid by the Contractor, arrange for the payment of the remuneration out of the money payable under this contract.

- 52.4 Every Contractor shall display a copy of this clause of the contract at the place at which the work required by the contract is performed.

E. Finishing the Contract

- 53. Completion** 53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.
- 54. Taking Over** 54.1 The Employer shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.
- 55. Final Account** 55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 60 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 60 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.
- 56. Operating and Maintenance Manuals** 56.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates **stated in the SCC**.
- 56.2 If the Contractor does not supply the Drawings and/or manuals by the dates **stated in the SCC** pursuant to GCC Sub-Clause 55.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.
- 57. Termination** 57.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 57.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:
- (a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
 - (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
 - (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

- (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 60 days of the date of the Project Manager's certificate;
- (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- (f) the Contractor does not maintain a Security, which is required;
- (g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
- (h) if the Contractor, in the judgment of the Employer, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract, pursuant to GCC Clause 57.1.

57.3 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

57.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

57.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

58. Fraud and Corruption

58.1 If the Employer determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 15 days' notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site, and the provisions of Clause 57 shall apply as if such expulsion had been made under Sub-Clause 57.5 [Termination by Employer].

58.2 Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with Clause 9.

58.3 For the purposes of this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or

attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
 - (a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of an inspection and audit rights provided for under Sub-Clause 22.2.

59. Payment upon Termination

59.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as **indicated in the SCC**. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.

59.2 If the Contract is terminated for the Employer’s convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor’s personnel employed solely on the Works, and the Contractor’s costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

60. Property

60.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer if the Contract is terminated because of the Contractor’s default.

61. Release from Performance

61.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has

been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

Section VII. Special Conditions of Contract

[Except where otherwise indicated, all SCC should be filled in by the Employer prior to issuance of the Bidding Documents. Schedules and reports to be provided by the Employer should be annexed]

These clauses should be read in conjunction with the General Conditions of Contract

A. General	
GCC 1.1 (r)	The Employer is: Ministry of Urban and Rural Development Government Office Park Ms. Albertina N Shilongo Address: Ministry of Urban and Rural Development Telephone: 061 - 297 5068 E-mail: pmu@murd.gov.na
GCC 1.1 (v)	The Intended Completion Date for the whole of the Works shall be: <i>8 Months from issuance date of contract award</i>
GCC 1.1 (w)	The employer reserves the right to reduce or increase the scope the contract by a maximum of 30 % (thirty percent) without having to entertain possible claims from the contractor for loss of profit, additional overheads, ect.
GCC 1.1 (y)	The Project Manager is: Jordaan Oosthuysen Nangolo Quantity Surveyors PO Box 90680 Klein Windhoek Tendai Moyo
GCC 1.1 (aa)	The Site is located at: Coordinates -24.634056, 17.971844 Mariental Hardap Region
GCC 1.1 (dd)	The Start Date shall be: 7 Days after Award of Contract

GCC 1.1 (hh)	The Works consist of Reconstruction of five (five) houses under the Mass Housing Development Programme (MHDP) in Mariental, Hardap Region
GCC 2.2	Sectional Completions are: <i>N/A</i>
GCC 2.3(i)	The following documents also form part of the Contract: Schedule of Quantities/Bills of Quantities, General notes to bidder and drawings
GCC 5.1	The Project manager may delegate any of his duties and responsibilities.
GCC 6.1	Delivery address for notices is: Employer: Ministry of Urban and Rural Development, Government Office Park, Luther Street, Windhoek Contractor:
GCC 8.1	Schedule of other contractors: N/A
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: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>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).</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

	(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. 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.
GCC 14.1	Site Data are: N/A
GCC 20.1	The Site Possession Date(s) shall be: to be confirmed (TBC)
GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: No Adjudicator shall be appointed for this Contract.
GCC 24.	In case a dispute of any kind arises between the Employer and the Contractor in connection with, or arising out of, the contract or the execution of works or after completion of works and whether before or after repudiation or other termination of Contract, including any dispute as to any opinion, instruction, determination, certificate or valuation of the Employer's Representative, the matter in dispute shall, in the first place, be referred in writing to the employer's representative, with a copy to the other party. The Employer and the Contractor shall make every effort to resolve the dispute amicably by direct informal negotiation. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Public Entity or the Contractor may give notice to the other party of its intention to refer the matter to: “commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
GCC 24.3	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: Not applicable.
GCC 24.4	N/A
B. Time Control	
GCC 25.1	The Contractor shall submit for approval a Program for the Works within 14 days from the date of the Notification of award.
GCC 25.3	The period between Program updates is <i>14</i> days.

	The amount to be withheld for late submission of an updated Program is <i>N\$2 500</i>
GCC 26.2	Early warning for the delay shall mean 28 days.
C. Quality Control	
GCC 33.1	The Defects Liability Period is: 365 days.
GCC 39.7	Interim Payment for Plant and Material on site is applicable.
D. Cost Control	
GCC 41.1 (l)	The contractor shall consider the local weather when planning the works.
GCC 43.1	The currency of the Employer's country is: Namibian Dollars.
GCC 44.1	The Contract is not subject to price adjustment in accordance with GCC Clause 44, and the following information regarding coefficients does not apply.
GCC 45.1	The proportion of payments retained is: 10% of monthly certificate with a maximum of 10% of the contract value up until end of defects liability period, subject to the Contractor making good all defects.
GCC 46.1	The liquidated damages for the whole of the Works are N\$2,500.00 per calendar day The maximum amount of liquidated damages for the whole of the Works is 5% max of contract price).
GCC 47.1	The Bonus for the whole of the Works is: N/A
GCC 48.1	No Advance Payment shall be paid to the Contractor
GCC 49.1	The Performance Security amount is (a) Bank Guarantee: 10% of the Contract Value
E. Finishing the Contract	

GCC 55.1	The date by which operating and maintenance manuals are required is: N/A The date by which “as built” drawings are required is N/A
GCC 55.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is: N/A
GCC 56.1	Operating and maintenance manuals should be supplied to the employer by the contractor no later than: N/A
GCC 56.1	Amount to be withheld should the maintenance and operation manuals not be provided is: N/A
GCC 57.2 (g)	The maximum number of days is: N/A
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: To be determined on site.

Section VIII - Contract Forms

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Contract Agreement

THIS AGREEMENT made on the day of, ..., between *[name of the Employer]*. (hereinafter “the Employer”), of the one part, and *[name of the Contractor]*. (hereinafter “the Contractor”), of the other part:

WHEREAS the Employer desires that the Works known as *[name of the Contract]*. should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos *[insert addenda numbers if any]*.
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____
for and on behalf of the Employer

Signed by: _____
for and on behalf the Contractor

in the
presence of: _____
Witness, Name, Signature, Address, Date

in the
presence of: _____
Witness, Name, Signature, Address, Date