



RUNDU TOWN COUNCIL

ISSUED ON: 14 OCTOBER 2026

PROCUREMENT FOR:

**SUPPLY AND INSTALLATION OF AIR RELEASE VALVE AND
CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU,
KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL.**

BID REFERENCE NO.: W/RFQ/RTC-03/2026-2027

SEALED QUOTATION

Issued by:

Rundu Town Council

Private Bag 2128

Rundu

Tel.: +264 (66) 266 400

Fax.: +264 (66) 256 718

E-mail: procurement@rundutown.org



PARTICUALRS OF BIDDER

Bidder Name:

Contact Person:

Tel.:

Mobile:

Fax:

E-Mail:

VAT. Reg. No:

Quotation Amount (N\$):

Contract Period:

(Calendar Days)

INFORMATION TO THE BIDDER

One original document submitted in one sealed envelope, marked, "SUPPLY AND INSTALLATION OF EIGHT AIR RELEASE VALVE AND CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU, KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL." PROCUREMENT NO. W/RFQ/RTC-03/2026-2027 must be delivered unopened at Council Offices not later than the closing date and time.



RUNDU TOWN COUNCIL

14 OCTOBER 2026

Letter of Invitation

Name of :

Address of Bidder :

Procurement Reference Number: **W/RFQ/RTC-03/2026-2027**

Dear Sirs,

Request for Quotations for: SUPPLY AND INSTALLATION OF EIGHT AIR RELEASE VALVE AND CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU, KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL.

The Rundu Town Council invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to Berio Libebe, Private Bag 2128, Maria Mwengere Road, Rundu, Email: libebe@rundutown.org.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

PP.  Funefe
Colletha Rutando Nsinano
Head of Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Rundu Town Council reserves the right:

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

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

The quotation validity period shall be **90 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Company profile and experiences
- (f) Submit signed Bid-securing Declaration.

Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

5. **Works Completion Period**

The completion period for works shall be two months (30 calendar days or eight weeks) after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable and to be approved prior to extension by Rundu Town Council

6. **Sealing and Marking of Quotations**

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

7. **Compulsory Pre bid meeting**

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.

The Bidder or its designated representative is invited to attend a compulsory pre bid meeting on site on the **20 October 2026 at 10H00**. 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. **Non-attendance** at the pre-bid meeting will be a cause for **disqualification** of a bidder.

8. **Submission of Quotations**

Quotations should be deposited in the Bid Box located at Rundu Town Council not later than **23 October 2026 at 11h00**. Quotations by post or hand delivered should reach Rundu Town Council by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered and will be automatically disqualified.

9. **Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 7 above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

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

None

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

None

14. Award of Contract

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

1. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount

and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to: [name of Public Entity]	Rundu Town Council
Procurement Reference Number:	W/FRQ/RTC-03/2026-2027
Subject matter of Procurement:	SUPPLY AND INSTALLATION OF EIGHT AIR RELEASE VALVE AND CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU, KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

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

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

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

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

Works will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

Appendix to Quotation Letter

BID SECURING DECLARATION

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

Date:

Procurement Ref No.: W/RFQ/RTC-03/2026-2027

To:

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

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

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

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

Signed: _____

Capacity of: _____

Name: _____

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

Dated on _____ day of _____

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.*

SECTION III: EVALUATION CRITERIA

This evaluation framework ensures that bids submitted to the Rundu Town Council for the Millennium Park water infrastructure upgrade comply with standard bid requirements and engineering practices in Namibia. The scope involves critical pressure-management upgrades to, eliminate air pockets, and safeguard water distribution.

The works to be done are **SUPPLY AND INSTALLATION OF EIGHT AIR RELEASE VALVE AND CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU, KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL.**

Table 1. summarise the scope of work to be covered in this Contract

Item	Description
1	Preliminaries and General
2	Earthworks & Excavation
3	Valve Installation (Millennium Park Area)
4.	Testing & Commissioning

Stage 1: Mandatory Preliminary Compliance (Pass/Fail)

Bidders must submit all documentation listed below. Failure to provide any single item will result in immediate disqualification before technical scoring. Bids will be examined on the completeness of information provided as specified by these clauses and only qualified bids will be subject to further evaluation:

#	Mandatory Document / Requirement	Minimum Compliance Criteria	Evaluation Status (Pass / Fail)
1	Company Registration Documents	Valid founding statement or certificate of registration from the Ministry of Industrialization and Trade proving company incorporation in Namibia.	
2	Valid Tax Good Standing Certificate	Original or certified copy of a valid Good Standing Tax Certificate issued by the Namibia Revenue Agency (NamRA).	
3	Valid Social Security Good Standing Certificate	Original or certified copy of a valid Good Standing Certificate issued by the Social Security Commission (SSC).	
4	Affirmative Action Compliance	Valid Affirmative Action Compliance Certificate, an exemption letter from the Employment Equity	

		Commissioner, or proof that the bidder is not a relevant employer.	
5	SME Status Certificate (If applicable)	Valid SME Registration Certificate issued by the Ministry of Industrialization and Trade (required if competing under SME preferences).	
6	Bid-Securing Declaration	Duly completed, signed, and witnessed Bid-Securing Declaration on the standard Namibian public procurement template.	
7	Compulsory Site Inspection Certificate	Certificate of Attendance signed and stamped by the Rundu Town Council representative during the mandatory Millennium Park site meeting.	
8	Joint Venture Agreement (If applicable)	A legally binding, signed Joint Venture (JV) agreement clearly outlining the shareholding and responsibilities of each partner company.	

Stage 2: Technical Capacity Assessment (100 Points Total)

A minimum technical score of **70 points** out of 100 is required to qualify for the financial evaluation stage.

Experience and Track Record (Max 25 Points)

General Civil Engineering Experience (10 Points):

5+ years in business = 10 points

3–5 years = 7 points

1–3 years = 4 points

Specific Water Infrastructure Projects (15 Points): Evidence of successfully completed water pipeline installations, valve chambers, or reticulation networks within the last 5 years.

3 or more projects with reference letters = 15 points

2 projects with reference letters = 10 points

1 project with reference letter = 6 points

No relevant experience = 0 points

Technical Personnel Qualifications (Max 20 Points)

Site Agent / Project Manager (10 Points):

B.Tech / BSc / Diploma in Civil Engineering + ECN (Engineering Council of Namibia) registration = 10 points

Diploma in Civil Engineering (unregistered) = 7 points

N3/N6 Trade Diploma with extensive experience = 5 points

Foreman / Pipe Fitter (10 Points):

Recognized plumbing/pipe-fitting trade certificate + 5+ years water works experience = 10 points

No formal qualification but 5+ years' experience = 5 points

Plant, Equipment, and Tools (Max 15 Points)

Proof of ownership or valid lease agreements for essential site machinery.

Excavator / TLB (Tractor-Loader-Backhoe): For trenching and chamber excavation = 5 points

Compaction Equipment: Vibratory rammer or roller = 4 points

Dewatering Pump: Crucial for managing high water tables = 3 points

Hand Tools & Testing Equipment: Pipe cutters, torque wrenches, and pressure gauges = 3 points

Methodology and Work Plan (Max 25 Points)

Method Statement (10 Points): Detailed, logical step-by-step breakdown of excavation, pipe cutting, valve installation, concrete chamber casting, and pressure testing.

Project Schedule / Gantt Chart (10 Points): Realistic timelines detailing task durations, critical paths, and a total project duration not exceeding the Council's timeline.

Health, Safety, and Environment (HSE) Plan (5 Points): Specific measures for deep excavation shoring, open-trench barricading in residential Millennium Park, and PPE usage.

Technical Evaluation Matrix

Evaluation Criteria	Sub-Criteria & Requirements	Max Points	Bidder Score	Comments / Remarks
1. Company Experience	• General Experience: Minimum 3 years in civil/water related engineering works. • Specific Experience: Evidence of at least 2 similar projects involving pipeline fittings, valve installations, or chamber construction (attach completion certificates).	25		<i>Verify company registration and reference letters.</i>
2. Key Personnel & Qualifications	• Site Agent/Project Manager: Civil Engineering Diploma/Degree with 3+ years of experience in water infrastructure (attach CV and qualifications). • Qualified Plumber/Artisan: Trade diploma with experience in valve installations.	20		<i>Check certified copies of qualifications and CVs.</i>
3. Methodology & Work Plan	• Method Statement: Clear step-by-step description of valve installation, excavation, chamber construction, and pressure testing. • Project Schedule: Realistic Gantt chart showing timeline from mobilization to handover (within the required duration).	20		<i>Assess feasibility, safety protocols, and quality control steps.</i>

4. Plant & Equipment	• Available Machinery: Proof of ownership or lease agreement for essential tools: Excavator/TLB, concrete mixer, compaction equipment, dewatering pumps, and pipe-fitting tools.	15		<i>Verify logbooks or valid rental agreements.</i>
5. Technical Specifications Compliance	• Materials Compliance: Provided data sheets/brochures confirming compliance with SANS/ISO standards for the 8 Air Release Valves (double orifice, ductile iron) and chamber materials (reinforced concrete/bricks).	15		<i>Must meet specific engineering standards requested in bidding document.</i>
6. Health, Safety & Environment (HSE)	• HSE Plan: Basic safety plan addressing deep excavations in Millennium Park, public safety, and provision of PPE.	5		<i>Crucial for works in public residential areas.</i>
TOTAL POINTS	Minimum Qualification Threshold: 70 Points	100		Pass / Fail

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/RTC-14/2026-2027

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

It is the **responsibility** of the Contractor to establish the exact **dimensions** of all existing outer diameters, flanges and the size of the pipes.

Table 2

Item No	Brief Description of Works	Unit	Quantity	Rate (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.0	Preliminaries and General	Sum	1	NA	NA
1.1	Site Establishment, & Safety	Sum	1		

2.0	Earthworks & Excavation				
2.1	Excavate for valve chambers (approx. 1.2m depth) in all materials	Sum	8		
3.0	Valve Installation (Millennium Park Area)				
3.1	Supply and install Double Orifice Air Release Valves (80mm)	No	1		
3.2	Supply and install 80mm Isolation Gate Valves (for ARV maintenance)	No	8		
3.3	All necessary pipe fittings, adapters (HDPE/uPVC), and jointing	No	2		
4.0	Chamber Construction				
4.1	Construct reinforced concrete base (Grade 25/20)	No	1		
4.2	230 mm Brickwork for chamber walls (including plastering)	Sum	8		
4.3	Heavy-duty Cast Iron surface box/manhole cover and frame	No	1		
5.0	Testing & Commissioning				
5.1	Pressure testing of new installations and site restoration	Sum	1		
Enter 0% VAT rate if VAT exempt.		Subtotal			
		10% Contingency			
		Subtotal			
		15% VAT			
		TOTAL			

*Columns A to D to be completed as applicable by the Public Entity

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	SUPPLY AND INSTALLATION OF EIGHT AIR RELEASE VALVE AND CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU, KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL.		

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/RTC-14/2026-2027

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

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT

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

THIS AGREEMENT made on the day of, between **Rundu Town Council**. (hereinafter “the Employer”), of the one part, and (hereinafter “the Contractor”), of the other part:

WHEREAS the Employer desires that the Works known as **SUPPLY AND INSTALLATION OF EIGHT AIR RELEASE VALVE AND CHAMBER CONSTRUCTION IN MILLENIUM PARK IN RUNDU, KAVANGO EAST REGION FOR RUNDU TOWN COUNCIL**. 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 to the document
 - (d) the Appendix to the General Conditions of Contract
 - (e) the General Conditions of Contract;
 - (f) the Specification
 - (g) the Drawings (if any); 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 of the Contractor

In the presence of:

Witness:

In the presence of:

Witness:

Name:

Name:

Signature:

Signature:

Address:

Address:

.....

.....

Date:

date:

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/RTC-14/2026-2027**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	Not Applicable
Definitions GCC 1.1(o)	Not Applicable
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the [Public Entity], the address and the contact name shall be: The Chief Executive Officer, Rundu Town Council, Private Bag 2128, Rundu (For Attention: Ms. C. Nsinano HEAD PROCUREMENT MANAGEMENT UNIT For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>: _____ _____ _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: (Mr. I. Maruta, DH: Water & Sanitation)

	For the Service Provider <i>[to be inserted at contract signing]</i> : _____ _____ _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is <i>on the date of receipt of purchase order.</i>
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <i>immediately after the date the Contract becomes effective.</i>
Intended Completion Date GCC 2.3	The intended completion date is 30 days.
Prohibition GCC 3.2.3(c)	List of Activities: The Contractor shall ensure that final work submitted is satisfactory to the Employer, The Contractor shall after handing in the final product to the Employer be tasked to rectify any irregularities upon request by the Employer, should there be any.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.8 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software.
Payments of Liquidated Damages GCC 3.10.1	The liquidated damages for the whole of the Works are 0.07% of the contract value per day, not exceeding N\$ 10 000-00 per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.

Lack of Performance Penalty GCC 3.10.3	The percentage of <i>80% of the total quotation</i> to be used for the calculation of lack of Performance Penalty(ies) by the Service Provider if work is not completed within specified time by the Employer
Assistance and Exemptions GCC 5.1	Not Applicable
Contract Price GCC 6.2(a)	The amount in local currency is Namibian Dollars (N\$).
Terms and Condition of Payment GCC 6.4	Progress payment as per invoice submitted by the Contractor and payment certificates certified by Rundu Town Council or as agreed by both parties.
Interest on Delayed Payments GCC 6.5	Not Applicable
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: final inspection of the work during commissioning. The defect liability period is: 30 days after commissioning.
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	Not Applicable

Dispute Settlement GCC 8.2.5	Not Applicable
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SCHEDULE 1:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/RFQ/RTC-14/2026-2027**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
A valid company Registration Certificate	
An original valid good Standing Tax Certificate	
An original valid good Standing Social Security Certificate	

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.