

**NAMDIA FOUNDATION PROJECTS  
(EDUCATION PILLAR)**

**BILLS OF QUANTITIES FOR RENOVATION AND  
UPGRADING OF NCAUTE PRIMARY SCHOOL IN  
THE KAVANGO WEST REGION – WATER TANK  
AND STAND**

**INDEX TO BILLS OF QUANTITIES**

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## GENERAL NOTES

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

### **1. DRAWINGS**

The Bidder is referred to the attached drawings.

### **2. BILLS OF QUANTITIES**

The pages of these Bills 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 contact **lituwete.ndaedapo@namdia.na** to have the same rectified, as no liability whatsoever will be admitted in the Contractor's bid 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 Quantity Surveyor 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, Architect, Engineer, or Quantity Surveyor for the correctness of such Quantities.

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

### **3. SITE**

This site is situated at the following coordinates: 18°19'28.27"S, 19°22'3.67"E°E.

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.

### **4. SCOPE OF CONTRACT**

The works included in these Bills of Quantities include:

1. Construction of water tank and stand, including all necessary piping, fittings, etc..

**The Client has the right to reduce the scope of work by up to 25% without the Contractor having to claim for any financial loss.**

5. **PROCEDURE OF WORK**

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

6. **PENALTIES FOR NON-COMPLETION**

The Bidder's attention is drawn to Clause 46.1 of the Preliminaries "LIQUIDATED DAMAGES."

7. **OTHER CONTRACTORS**

The Bidder's attention is specifically drawn to Clause 8 of the 'General Conditions of Contract' and he/she 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.

8. **VALUE ADDED TAX**

**All prices in these Bills of Quantities are to be nett; 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 Final summary page.**

9. **ESCALATION OF BUILDING COSTS**

The Bidder is advised that the **only** form of adjustment, which shall be made in this regard, shall be as set out in Clause 44 'Price Adjustment' of the Preliminaries.

10. **CONTRACT DOCUMENTS**

- The General Conditions of Contract,
- Special Conditions of Contract,
- Contract Forms
- Project drawings and specifications applicable to this contract
- Model Preambles for Trades (2008 Edition) and Standard System of Measuring Building Work seventh edition (to be requested electronically from the Project Manager).

The Bidder is advised to examine the above documents and acquaint himself 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 intelligible to the Bidder, he must, before submitting his bid obtain clarification from the Procurement Committee of the NAMDIA Foundation.

11. **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.

**All cement will be sourced locally, and the construction sand will be sourced in the vicinity of the construction site.**

**12. 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 manufacturer 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 Architect's approval and will only be considered if requested in writing after the contract has been awarded.

**13. FINAL ACCOUNT**

The Bidder's attention is drawn to the fact that all trades in the Bill of Quantities are provisional and subject to re-measurement.

The Final Account shall be as set out in Clause 55 'Final Account' of the 'General Conditions of Contract.'

**14. MATERIALS AND WORKMANSHIP**

The Bidder's attention is specifically drawn to the Specific Preliminaries and is advised that the Architect in consultation with the Heads of the relevant disciplines in the NAMDIA Foundation 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.

**15. SUBMISSION OF PRICED BILLS OF QUANTITIES AND OTHER RELEVANT INFORMATION**

The attention of the Bidder is drawn to the fact that his original priced Bills of Quantities used for bidding purposes must be completed in black ink and must be submitted together with the Bidding Form. The priced Bills 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 bidder.

**16. 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, Immigration, Safety and Security.

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

**17. LOCAL COMMUNITY INVOLVEMENT**

It is the express desire of the Employer that the local community be involved in this project. The contractor is encouraged to employ labour from the area where the project is situated. This applies equally to skilled, semi-skilled, and unskilled labour. The successful contractor must be willing, during the project to impart skills to the members of the local community.

**18. WORK PERMITS**

Work permits as issued by the Ministry of Home Affairs, Immigration, Safety, and Security will be accepted for specialized and/or Professional personnel only and only in the case where said Namibians cannot fill specialized positions.

**19. BIDS**

Bids must be made out and completed in black ink for the priceable Bill of Quantities and/or typed on the Bidding Form.

The lowest or any bid will not necessarily be accepted.

No qualifications of bids shall be allowed.

In the event of discrepancies in the prices quoted in the Bidding Form, in words and those quoted in figures, the words shall prevail.

**Bidders are referred to the bid documents for the closing date of the bid.**

**SECTION NO. 1**  
**PRELIMINARIES**

**SECTION NO. 1**  
**PRELIMINARIES**

**PRELIMINARIES**

NOTES

- i) The 'General Conditions of Contract' as included in the 'Standard Bidding Documents for Open National Bidding Works' shall be the form approved.
- ii) Bidders are referred to the abovementioned documents for the full intent and meaning of each clause thereof (hereinafter referred to by heading and clause number only) for which such allowance must be made as may be considered necessary.

Attention is directed to the relevant sections of the Model Preambles to Trades which can be requested from the Project Manger and shared electronically and must be read in conjunction herewith.

**CONDITIONS OF BUILDING CONTRACT**

**GENERAL**

**CLAUSE 1 - DEFINITIONS**

1 Fixed

Item

2 Variable with Time

Item

3 Variable with Value

Item

**CLAUSE 2 - INTERPRETATION**

4 Fixed

Item

5 Variable with Time

Item

6 Variable with Value

Item

**CLAUSE 3 - LANGUAGE AND LAW**

7 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
Bill No. 1  
Preliminaries



		Amount
20	Variable with Time	Item
21	Variable with Value	Item
<b>CLAUSE 8 - OTHER CONTRACTORS</b>		
22	Fixed	Item
23	Variable with Time	Item
24	Variable with Value	Item
<b>CLAUSE 9 - PERSONNEL AND EQUIPMENT</b>		
25	Fixed	Item
26	Variable with Time	Item
27	Variable with Value	Item
<b>CLAUSE 10 - EMPLOYER'S AND CONTRACTOR'S RISKS</b>		
28	Fixed	Item
29	Variable with Time	Item
30	Variable with Value	Item
<b>CLAUSE 11- EMPLOYER'S RISKS</b>		
31	Fixed	Item
Carried To Section Summary		\$
Section No. 1		
Bill No. 1		
Preliminaries		

		Amount
32	Variable with Time	Item
33	Variable with Value	Item
<b>CLAUSE 12 - CONTRACTOR'S RISKS</b>		
34	Fixed	Item
35	Variable with Time	Item
36	Variable with Value	Item
<b>CLAUSE 13 - INSURANCE</b>		
37	Fixed	Item
38	Variable with Time	Item
39	Variable with Value	Item
<b>CLAUSE 14 - SITE DATA</b>		
40	Fixed	Item
41	Variable with Time	Item
42	Variable with Value	Item
<b>CLAUSE 15 - CONTRACTOR TO CONSTRUCT THE WORKS</b>		
43	Fixed	Item
Carried To Section Summary		\$
Section No. 1		
Bill No. 1		
Preliminaries		

		Amount
44	Variable with Time	Item
45	Variable with Value	Item
<b>CLAUSE 16 - THE WORKS TO BE COMPLETED BY THE INTENDED COMPLETION DATE</b>		
46	Fixed	Item
47	Variable with Time	Item
48	Variable with Value	Item
<b>CLAUSE 17 - APPROVAL BY THE PROJECT MANAGER</b>		
49	Fixed	Item
50	Variable with Time	Item
51	Variable with Value	Item
<b>CLAUSE 18 - SAFETY</b>		
52	Fixed	Item
53	Variable with Time	Item
54	Variable with Value	Item
<b>CLAUSE 19 - DISCOVERIES</b>		
55	Fixed	Item
Carried To Section Summary		\$
Section No. 1		
Bill No. 1		
Preliminaries		

Amount

56 Variable with Time

Item

57 Variable with Value

Item

**CLAUSE 20 - POSSESSION OF SITE**

58 Fixed

Item

59 Variable with Time

Item

60 Variable with Value

Item

**CLAUSE 21 - ACCESS TO THE SITE**

61 Fixed

Item

62 Variable with Time

Item

63 Variable with Value

Item

**CLAUSE 22 - INSTRUCTIONS**

64 Fixed

Item

65 Variable with Time

Item

66 Variable with Value

Item

**CLAUSE 23 - APPOINTMENT OF THE ADJUDICATOR**

67 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
 Bill No. 1  
 Preliminaries

		Amount
68	Variable with Time	Item
69	Variable with Value	Item
<b>CLAUSE 24 - PROCEDURE FOR DISPUTES</b>		
70	Fixed	Item
71	Variable with Time	Item
72	Variable with Value	Item
<b>TIME CONTROL</b>		
<b>CLAUSE 25 - PROGRAM</b>		
73	Fixed	Item
74	Variable with Time	Item
75	Variable with Value	Item
<b>CLAUSE 26 - EXTENSION OF THE INTENDED COMPLETION DATE</b>		
76	Fixed	Item
77	Variable with Time	Item
78	Variable with Value	Item
<b>CLAUSE 27- ACCELERATION</b>		
79	Fixed	Item
Carried To Section Summary		\$
Section No. 1		
Bill No. 1		
Preliminaries		

		Amount
80	Variable with Time	Item
81	Variable with Value	Item
<b>CLAUSE 28 - DELAYS ORDERED BY THE PROJECT MANAGER</b>		
82	Fixed	Item
83	Variable with Time	Item
84	Variable with Value	Item
<b>CLAUSE 29 - MANAGEMENT MEETINGS</b>		
85	Fixed	Item
86	Variable with Time	Item
87	Variable with Value	Item
<b>CLAUSE 30 - EARLY WARNING</b>		
88	Fixed	Item
89	Variable with Time	Item
90	Variable with Value	Item
<b>QUALITY CONTROL</b>		
<b>CLAUSE 31 - IDENTIFYING DEFECTS</b>		
91	Fixed	Item
Carried To Section Summary		\$
Section No. 1		
Bill No. 1		
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104 Variable with Time

Item

105 Variable with Value

Item

**CLAUSE 36 - CHANGES IN THE CONTRACT PRICE**

106 Fixed

Item

107 Variable with Time

Item

108 Variable with Value

Item

**CLAUSE 37 - VARIATIONS**

109 Fixed

Item

110 Variable with Time

Item

111 Variable with Value

Item

**CLAUSE 38 - CASHFLOW FORECASTS**

112 Fixed

Item

113 Variable with Time

Item

114 Variable with Value

Item

**CLAUSE 39 - PAYMENT CERTIFICATES**

115 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
 Bill No. 1  
 Preliminaries

116 Variable with Time

Item

117 Variable with Value

Item

**CLAUSE 40- PAYMENTS**

118 Fixed

Item

119 Variable with Time

Item

120 Variable with Value

Item

**CLAUSE 41- COMPENSATION EVENTS**

121 Fixed

Item

122 Variable with Time

Item

123 Variable with Value

Item

**CLAUSE 42 - TAX**

124 Fixed

Item

125 Variable with Time

Item

126 Variable with Value

Item

**CLAUSE 43 - CURRENCIES**

127 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
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Preliminaries

128 Variable with Time

Item

129 Variable with Value

Item

**CLAUSE 44 - PRICE ADJUSTMENT**

130 Fixed

Item

131 Variable with Time

Item

132 Variable with Value

Item

**CLAUSE 45 - RETENTION**

133 Fixed

Item

134 Variable with Time

Item

135 Variable with Value

Item

**CLAUSE 46 - LIQUIDATED DAMAGES**

136 Fixed

Item

137 Variable with Time

Item

138 Variable with Value

Item

**CLAUSE 47 - BONUS**

139 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
Bill No. 1  
Preliminaries

Amount

140 Variable with Time

Item

141 Variable with Value

Item

**CLAUSE 48 - ADVANCE PAYMENT**

142 Fixed

Item

143 Variable with Time

Item

144 Variable with Value

Item

**CLAUSE 49 - SECURITIES**

145 Fixed

Item

146 Variable with Time

Item

147 Variable with Value

Item

**CLAUSE 50 - DAYWORKS**

148 Fixed

Item

149 Variable with Time

Item

150 Variable with Value

Item

**CLAUSE 51 - COST OF REPAIRS**

151 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
Bill No. 1  
Preliminaries



164 Variable with Time

Item

165 Variable with Value

Item

**CLAUSE 56 - OPERATING AND MAINTENANCE MANUALS**

166 Fixed

Item

167 Variable with Time

Item

168 Variable with Value

Item

**CLAUSE 57 - TERMINATION**

169 Fixed

Item

170 Variable with Time

Item

171 Variable with Value

Item

**CLAUSE 58 - FRAUD AND CORRUPTION**

172 Fixed

Item

173 Variable with Time

Item

174 Variable with Value

Item

**CLAUSE 59 - PAYMENT UPON TERMINATION**

175 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
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176 Variable with Time

Item

177 Variable with Value

Item

**CLAUSE 60 - PROPERTY**

178 Fixed

Item

179 Variable with Time

Item

180 Variable with Value

Item

**CLAUSE 61 - RELEASE FROM PERFORMANCE**

181 Fixed

Item

182 Variable with Time

Item

183 Variable with Value

Item

**SPECIFIC PRELIMINARIES**

**SAMPLES OF MATERIAL**

The contractor shall furnish at his own cost such samples of materials and specimens of colours as may be called for by the architect for his approval.

184 Fixed

Item

185 Variable with Time

Item

186 Variable with Value

Item

Carried To Section Summary

\$

Section No. 1  
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Preliminaries

Amount

**SAMPLES OF WORKMANSHIP AND MOCK-UPS**

The contractor shall furnish such samples of workmanship as may be called for by the architect for his approval. Where an assembly of various elements of the buildings is required, which is not incorporated in the works, this shall be arranged by the contractor. Any cost involved shall be borne by the employer.

187 Fixed

Item

188 Variable with Time

Item

189 Variable with Value

Item

**ORDERING OF MATERIALS**

Should the Bills of Quantities be used for ordering materials, this shall be entirely at the contractor's risk.

190 Fixed

Item

191 Variable with Time

Item

192 Variable with Value

Item

**ENCLOSURE OF THE WORKS**

The contractor shall provide, erect, alter as necessary, maintain and remove and make good at completion suitable hoardings complete with gantries, fans, safety screens, barriers, access gates, covered gangways, steel sections at crane lifts, splayed corners, returned ends, etc. all as necessary for the enclosure of the works and the protection

of the general public and others.

The contractor shall pay and recover all deposits and pay all fees and charges in connection with the hoarding and the use of the pavements throughout the whole course of the contract, all in accordance with any Act of Parliament, regulation or by-law of any local authority.

193 Fixed

Item

194 Variable with Time

Item

Carried To Section Summary

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Preliminaries

195 Variable with Value

Item

**PAVEMENT CROSSINGS AND PARKING METERS**

The contractor shall pay and recover all fees and charges in connections with and/or obtain permission for the suspension of parking facilities and for pavement or street encroachment and or crossings and the removal and eventual reinstatement of any local authority's parking meters

196 Fixed

Item

197 Variable with Time

Item

198 Variable with Value

Item

**SPECIAL SCAFFOLDING**

No special scaffolding is measured as these bills of quantities are based on the sixth edition of the Standard System for Measuring Building Work.

The Contractor shall provide, maintain and remove on completion special scaffolding for areas exceeding 5m above floor level, for use of all trades, as defined under the "Description of the Works".

199 Fixed

Item

200 Variable with Time

Item

201 Variable with Value

Item

**CONTRACTOR'S OFFICES AND SHEDS**

The contractor shall provide and maintain temporary sheds and offices for the proper storage of materials and for the use of the workmen and shall remove such temporary sheds and offices upon completion.

Under NO circumstances may any of the buildings at any stage be used for temporary accommodation for workers, contractor's offices or the storage of materials.

202 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
 Bill No. 1  
 Preliminaries

203 Variable with Time

Item

204 Variable with Value

Item

**OFFICES**

The contractor shall provide, maintain and remove on completion office accommodation for meetings held on site. The office shall be provided with tables and chairs sufficient for the maximum number of persons attending meetings and shall be kept clean.

205 Fixed

Item

206 Variable with Time

Item

207 Variable with Value

Item

**MAIN NOTICEBOARD**

The contractor shall provide, erect where directed, maintain and remove on completion the main noticeboard complying with the requirements of the Institute of Namibian Architects, with the title of the project and the names of the employer, the architect, the quantity surveyor, the consulting engineers and the contractor signwritten thereon.

208 Fixed

Item

209 Variable with Time

Item

210 Variable with Value

Item

**WATER**

The contractor shall provide all water for the works, including all necessary temporary plumbing, removing same and making good on completion.

211 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
Bill No. 1  
Preliminaries



Amount

222 Variable with Value

Item

**PAYMENT OF PRELIMINARIES**

The amount to be included in each monthly certificate in respect of preliminaries costs shall be calculated from the priced items within the preliminaries section of the bills of quantities.

The contractor and quantity surveyor shall agree a division of the priced preliminaries items into:

- 1) an initial establishment charge, payment of which shall be made to the contractor on proof that the relevant expenditures have been made;
- 2) a monthly charge, and
- 3) a final or dis-establishment charge

Should the contractor and quantity surveyor be unable to agree such division, the quantity surveyor shall make a fair and reasonable division. In arriving at such division, cognisance shall be taken of such factors as:

- 1) premiums for insurance policies and performance guarantees being renewed annually
- 2) plant, scaffolding and the like remaining the property of the contractor or the hiring company and the capital cost thereof not being treated as part of the initial charge.

In the event of an extension of time for the completion of the works, the monthly charge be recalculated on the same basis as originally but taking into account the revised contract period and the amounts already paid to the contractor.

223 Fixed

Item

224 Variable with Time

Item

225 Variable with Value

Item

**PROTECTION**

The contractor shall provide for the protection of all work for which a certificate of practical completion has not been issued and which is liable to be damaged from any cause. The contractor shall be responsible for any damage which may occur and shall make good at his own expense.

226 Fixed

Item

Carried To Section Summary

\$

Section No. 1  
 Bill No. 1  
 Preliminaries



237 Variable with Value

Item

**DISTURBANCE**

The contractor shall execute the whole of the works with minimum disturbance to the adjoining premises, any parts of the works already handed over and the occupants of those premises and/or parts thereof.

238 Fixed

Item

239 Variable with Time

Item

240 Variable with Value

Item

**CLEARING AND CLEANING**

The contractor shall regularly clean and clear away all rubbish and excess materials as the works proceed and, on completion, leave the works in a clean and satisfactory state for immediate use and occupation.

241 Fixed

Item

242 Variable with Time

Item

243 Variable with Value

Item

**VERMIN**

The contractor shall take all necessary precautions to keep the works and site free from vermin during construction and shall leave the works vermin free upon completion.

244 Fixed

Item

245 Variable with Time

Item

246 Variable with Value

Item

Carried To Section Summary

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Section No. 1  
 Bill No. 1  
 Preliminaries

**WORKMEN'S COMPENSATION INSURANCE**

The Contractor and domestic sub-contractors shall insure workmen in terms of the Employee Compensation Act 5 of 1995 or any amendment thereto and shall deposit immediately with the Architect written confirmation of evidence of registration under the Workmen's Compensation Act when signing the Contract.

Persons not falling under the abovementioned Act must be insured under individual Personal Accident Insurance policies to the satisfaction of the Architect.

247 Fixed

Item

248 Variable with Time

Item

249 Variable with Value

Item

**OPEN FIRES**

No open fires will be permitted except in such places as are approved by the Project Manager. Any workmen or labourers lighting fires in unauthorised places are to be immediately dismissed.

250 Fixed

Item

251 Variable with Time

Item

252 Variable with Value

Item

**BLASTING**

The Contractor shall take all responsibility during blasting operations, should any be necessary, and must observe all conditions set forth in Government and Local Authority Regulations. The use of explosives is left to the discretion of the Contractor who must indemnify the Employer against any claims for damages to persons on or near the site from any cause whatsoever arising out of the use of explosives. The Contractor will be held solely responsible for and must immediately make good, at his own expense, any damage that may occur through the use of explosives

253 Fixed

Item

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Preliminaries



**SECTION NO. 1**  
**PRELIMINARIES**  
**SECTION SUMMARY**

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Section No. 1  
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**SECTION NO. 2**  
**WATER TANK AND STAND**





**BILL NO. 1**  
**EXTERNAL WORKS**  
**COLLECTION**

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**SECTION NO. 2**  
**WATER TANK AND STAND**  
**SECTION SUMMARY**

Bill No.

1 EXTERNAL WORKS

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Section No. 2  
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**FINAL SUMMARY**

Page

1 PRELIMINARIES

32

2 WATER TANK AND STAND

37

ADD: CONTINGENCIES

Allow the Amount of N\$ 30,000.00 (Thirty thousand Namibia dollars) for contingencies, to be used as directed by the Project Manager and to be deducted in whole or part if not required.

30 000 00

SubTotal before VAT

ADD VAT @ 15%:

Carried to Tender

\$

FINAL SUMMARY