



**KAVANGO EAST REGIONAL COUNCIL
SUB-DIVISION: WATER SUPPLY AND SANITATION
COORDINATION**

**REQUEST FOR SEALED QUOTATION
FOR WORKS**

**PROCUREMENT OF WORKS FOR THE DRILLING AND TEST
PUMPING OF TWO (2) BOREHOLES AT MURAMBA WAFUMBE
AND NCOROSHA IN KAVANGO EAST REGION**

PROCUREMENT REFERENCE NO: W/RFQ/ KERC-DWSSC-01/117/2025/2026

BIDDER'S DETAILS

BIDDER'S NAME:			
CONTACT DETAILS:	TEL:	Mobile No.	
	EMAIL:	VAT Exclusive	VAT Inclusive
TOTAL QUOTED AMOUNT		NS	

Closing Date & Time: February 2026 at 10H00 A.M

Kvango East Regional Council
Private Bag 2124,
Maria Mwangere Street
Rundu,
Tel: 066 266000/12/32;
Fax No: 066 255396



**KAVANGO EAST REGIONAL COUNCIL
SUB-DIVISION: WATER SUPPLY AND SANITATION
COORDINATION**

Tel: (066) 266100
Email: joseph.shinkanda@mawlr.gov.na
Enquiries: Mr. Josef Shinkanda

Private Bag 2147
Rundu

Letter of Invitation

TO:

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.....

Procurement no: W/RFQ/ KERC-DWSSC-01/CBM/2025/2026

Dear Prospective Bidder

**DRILLING AND TEST PUMPING OF TWO (2) BOREHOLES AT MURAMBA WAFUMBE
AND NCOROSHA IN THE KAVANGO EAST REGION**

The Kavango East Regional Council invites you to submit your best quote for the items described in detail hereunder.

Queries if any should be addressed in writing to: **Mr. Josef Shinkanda** at joseph.shinkanda@mawlr.gov.na, +264 66-266112 and Technical enquiries: **Mr. Malakia Ntindi** at +264 81 3262833.

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

Yours faithfully,

Mr. J. M. Kangumbe
Head of Procurement Management Unit



20/02/2026

Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Kavango East Regional 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:

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

- (a) 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 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 agreements unless a bidder is a sole proprietor.

(I-iv) Not applicable to sole proprietor.
- (b) a valid certificate of good standing with the Receiver of Revenue;
- (c) 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;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that

bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

- (e) Submit signed Bid-securing Declaration.
- (f) A written undertaking as contemplated in Section 138 (2) of the Labour Act 2007(Act No.11 of 2007).
- (g) Bidder must initial all pages including attachments.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **20 working days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Kavango East Regional Council with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kavango East Regional Council, Maria Mwengere Street, Rundu, Private Bag 2124, Rundu**, not later than**06 March 2026, by 10H00** at latest, in a sealed envelope marked Reference No. **W/RB/KERC-DWSSC-01/117/2025/2026**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

Note: Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Kavango East Regional Council after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, company Registration, valid original / certified copy good Standing Tax with the Receiver of Revenue, valid original / certified copy of good Standing Social Security Commission or, in the case where a company has no employees, confirmation letter from the social security commission, valid certified copy of Affirmative Action Compliance Certificate and valid certified copy of certificate indicating SME Status will be posted on the **Kavango East Regional Council website** and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Kavango East Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive as per Bill of Quantity and Eligibility Criteria shall be compared on the basis of evaluated cost, subject to Margin of Preference, to determine the lowest evaluated quotation.

10.1 Preliminary Examination of Bids Table

No.	Description	YES/NO
1	Bidder has submitted a Bid Submission Form on a company letter head	
2	Bidder has completed and signed the bid securing declaration	
3	Original bid is typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder	
4	The bidding document is signed, and ALL PAGES of the bid including all attachments are initialed by the authorized person signing the bid	
5	Bid is written in English language	
6	Offered period of validity of the bid is in line with the period stipulated in bidding document	
OVERALL ADMINISTRATIVE COMPLIANCE		

NOTE: Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

10.2 Legal Evaluation of Bids Table

No	Description	YES/NO
1	a valid; <ul style="list-style-type: none"> (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 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 agreements unless a bidder is a sole proprietor. <p>(i-iv) Not applicable to sole proprietor.</p>	
2	Bidder has submitted a valid certificate of good standing with the Receiver of Revenue;	
3	Bidder has submitted 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;	
4	Bidder has submitted a valid certified copy of Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;	
5	Bidder has completed and signed a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007)	
OVERALL LEGAL COMPLIANCE		

NOTE: Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

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.

Technical evaluation bid table

No	Description	YES/ NO
1.	Bidder has indicated experience in works of a similar nature and size (borehole drilling and test pumping especially in hard rock areas and riverbeds) and details of work under way or contractually committed; Practical Completion Certificates or Reference letter and clients who may be contacted for further information on those contracts are indicated.	
2.	Bidder must submit the detailed preliminary work schedule	
3.	Bidder demonstrate compliance to all items listed in the specification and compliance sheet in section V	
4.	Bidder has completed and submitted priced bill of quantities in section III	
5.	<p>Bidder has demonstrated that he/she will have access to the key Contractor's Equipment listed hereafter, proof of ownership or rental agreement required.</p> <ul style="list-style-type: none"> • Drilling Rig which must be able to switch between air and mud rotary drilling techniques • Compressor • Test pumping unit • Truck (4x4) /6x6 • Water Tanker 4x4 	
6.	Bidder has indicated experience in works of a similar nature and size (borehole drilling and test pumping especially in hard rock areas and riverbeds) and details of work under way or contractually committed; Practical Completion Certificates or Reference letter and clients who may be contacted for further information on those contracts are indicated.	
7.	Bidder must submit the detailed preliminary delivery program/schedule	
	Overall Technical Compliance	

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:

CATEGORIES OF BIDDERS	Margin of Preferences
Manufacturer	2%
Micro, Small and Medium Enterprise	1%
Woman owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing environmental protection	1%
Suppliers providing employment to Namibian	1%
Total	10%

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

CATEGORIES OF BIDDERS	Margin of preference	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Woman owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate

		-Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	10%	

14. Award of Contract

15. Performance Security

Not Applicable

16. Notification of Award and Debriefing

The Kavango East Regional Council 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 Kavango East Regional Council 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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

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

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

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

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

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

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

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

Quotation Authorised by:

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

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

Appendix to Quotation Letter

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

Date: *[Day | month | year]*

Procurement Ref No.:

To:

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

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

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

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

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

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

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

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

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)

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

**delete if not applicable / appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:

Registration Number:

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tell No.:

Fax No.:

Email Address:

Postal Address:

Full name of Owner/Accounting Officer:

.....

Email Address:

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:

Please take note:

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

SECTION III: STATEMENT OF REQUIREMENTS

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS (BILL OF QUANTITY)

1.1. Scope

This Specification covers the requirements relating to drilling of boreholes, reaming, supply and delivery of casing and screens, installation and extraction of casing and screens, transport of screens and/or casing supplied by the Ministry of Agriculture, Fisheries, Water and Land Reform, perforation of casing, supplying and placing of gravel pack, testing of boreholes, development of boreholes and other additional work as for example cementing of casing, sealing or partial sealing of boreholes in the Erongo Region.

1.2. Standard Specifications

The following Standard Specifications form part of this Specification when reference is made thereto. The Contractor must therefore, keep himself fully up to date on the latest addition of these Standard Specifications.

SABS 044	covering welding.
SABS 62	covering steel casing with outside diameter smaller than 165 mm with smooth ends.
SABS 455	covering welding electrodes.
SABS 626	covering cement.
SABS 719	covering steel casing with an outside diameter of 165 mm or more with smooth ends.
BSS 879	covering water well casing screwed flush butt joint
BSS 879	covering water well casing screwed and socked joints
SABS 966	covering Unplasticized Polyvinyl Chloride (UPVC) casing
BS 2782	covering plastic borehole casing.
BS 879	covering thread design for UPVC casing.
DIN 4925	covering UPVC well screens and plain casing, with lateral slotting and threaded joints, or an equivalent recognized ISO Standard
BS 6316	covering test pumping of water wells

1.3. Materials

1.3.1. Steel Casing:

1.3.1.1. Manufacture and supply of steel casings

All steel casing supplied by the Contractor and which is installed in permanent boreholes, must comply with the Standard Specification SABS 719 (latest edition) for Electric Welded Low Carbon Steel Pipes for Aqueous fluids (ordinary duties - metric units).

- (a) Steel casing shall be fabricated from 3m or 6m lengths and be strip formed, rolled, or pressed to a cylindrical form with no joint or longitudinal seams. Steel casing must be plain (square) ended and bevelled for welding.
- (b) Welding of steel casing shall comply with the relevant SABS specifications for welding, and any inner weld reinforcement shall not exceed 1mm in height.

1.3.1.2. Material

- (a) All steel casings shall be manufactured from grade A carbon steel pipes.
- (b) The steel plate or strip used for the manufacture of the pipes shall have been produced by the electric-furnace, basic open hearth, or basic oxygen process and shall be free from seams, cracks, laminations and other injurious defects.
- (c) Test certificates are required

1.3.1.3. Wall thickness and diameter

Wall thickness of steel casing shall be at least 4.5mm subject to a tolerance of 8 % and the outer diameter as specified in the Bill of Quantities subject to a tolerance of 2%.

1.3.1.4. Pre-slotted steel casings

All casing shall be longitudinal welded and factory vertically slotted with different slot openings and slot lengths as indicated in the Bill of Quantities. The open area per one meter of slotted casing must be at least 5 %.

1.3.2. UPVC Casing:

1.3.2.1. Unless otherwise specified in the Special Specifications, all UPVC casing supplied by the Contractor and which is installed in permanent boreholes, must comply with the DIN 4925 parts 1, 2 & 3 (latest edition) which prescribe Unplasticized Polyvinyl Chloride UPVC (also refer to section 3.2 below).

- (a) All plastic casings, screens and end caps shall be supplied with square-cut ends, and internal/external threads flush and in accordance with DIN 4925 for trapezoidal threads (DIN 103 part 1).

- (b) Fabrication shall be by one-shot moulding process. No jointing or welding will be acceptable within individual pipe lengths.
- (c) Casing shall be manufactured with impact-modified materials.
- (d) Thread specification must be according to DIN 103 part 1.
- (e) Screens must be slotted by machine slot.
- (f) Casing shall have a minimum wall thickness of 9.5mm or 12mm, in accordance with the specific Bill of Quantities specified.

1.3.2.2. Manufacture and supply of UPVC casings

Plastic water-well casing with plain surface and slotted screen shall comply with the DIN 4925, (latest edition),

1.3.2.3. Installation of UPVC Casing:

Unless otherwise specified in the Special Specifications, all UPVC casing must be installed into the completed borehole with UPVC casing clamps. UPVC casing which is not threaded should be attached together with a commercially available "fast setting" solvent cement or glue and also secured in a manner approved by the Employer.

1.3.2.4. Screens:

All screens to be installed into permanent boreholes will be of internal and external diameter and wall thickness as specified above/in the Bill of Quantities. The type, size of the screen opening and the percentage of open area on the screen is as specified above / in the Bill of Quantities. Under no circumstances will screens be supplied and installed into boreholes without the installation instruction from either the Employer and/or the Employer's representative.

1.3.2.5. End caps

End caps must be threaded with socket threads for sealing the bottom of the casing string. The end cap must be plugged off with a 50 cm cement plug.

1.3.3. Filter gravel

- (a) The filter gravel for water filtration shall comply with the standards as describe in DIN 19 632.
- (b) Filter sands and filter gravels according to these specifications are natural sands and gravel that prevent clogging of boreholes in sandy formations.
- (c) The particle size should be 1-2mm or 2-3mm where applicable, well-sorted (half round to round particles) and acceptable gravel (not crushed or broken rock fragments, such as chipping etc.).
- (d) The mass content of silicon (IV) oxide must be not less than 90% SiO₂ content of impurities.

- (e) The appearance must particulate, approximately as closely as possible to spherical form.

1.4. Provision of casings and screens

The Contractor shall be responsible to supply all casing and screens necessary to construct the boreholes as required.

1.5. Transport of casing and/or screens

Transport of casing to and from the site will be the responsibility of the Contractor.

General Specification

2.1. General

For the purpose of this Contract, drilling work will be defined as the drilling of a borehole with a nominal diameter of 250 mm and 400mm.

The Contractor will be required to measure the pH and Electrical Conductivity (EC) at 2 m intervals to monitor any changes in the EC. The drilling may be ended by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Representative of the Ministry if the readings are reaching the recommended limit.

2.2. Boreholes where Gravel Pack must be supplied

This type of borehole must first be drilled to the depth and diameter as specified in the Contract. All sand, or other loose collapsible formation, must be cased off correctly, for the installation of the perforated casing and/or screens and the emplacement of the gravel pack.

2.3. Boreholes where Collapsible Formation is cased off

The following procedure must be followed with the emplacement of the gravel pack when the collapsible formation is cased off.

2.3.1 After the installation of the perforated casing and/or screens, the gravel pack is poured into the annulus between the perforated casing and the formation by means of a tremi-pipe. It is very important that gravel is poured at a slow rate to avoid any blockages. Tests have proven that a rate of about 20 litres of gravel per minute is safe.

2.3.2 The gravel pack must be placed to at least 8 m above the perforated casing and/or screens before development of the borehole can begin.

2.3.3 The Contractor must ensure that the portion of the borehole above the gravel pack up to the surface must remain open to enable the addition of more gravel pack if necessary.

2.3.4 After completion of the borehole development, the Contractor must ensure that the gravel pack is stabilized up to the prescribed height of 8 m above the perforated casing and/or screens.

2.3.5 The outer temporary casing, if any, must then be removed and the borehole must then be further filled to the surface with sand, soil, or any other acceptable material.

2.4. Boreholes where the collapsible Formation is kept stable with Drilling Mud

The following procedure must be followed when drilling mud is used for drilling:

2.4.1 The perforated casing and/or screens must be installed to the drilled depth of the borehole while the borehole is filled with drilling mud and is stable.

- 2.4.2 The gravel must then be placed up to the prescribed height above the perforations, again at a slow rate to avoid blockages. As there are in this case no outside casing pipes to cut off the collapsible formation, it is only necessary to measure the gravel height at regular intervals to ensure that no blockages have occurred. It is recommended that a lead plum line is used to measure the height of the gravel pack. As an alternative to the above method a Tremie pipe can be used to place the gravel around the screen. Contractors are recommended to read the publication by Johnson "Ground Water and Wells" on the different methods of placing gravel pack material.
- 2.4.3 After the emplacement of the gravel pack, the borehole must stand for at least 48 hours before development of the borehole can begin.
- 2.4.4 The outer temporary casing, if any, must then be removed and the borehole must then be further filled to the surface with sand, soil, or any other acceptable material.
- 2.4.5 If the Ministry of Agriculture, Fisheries, Water and Land Reform or Ministry's Representative is of the opinion that all the drilling mud has not been removed with the development of the borehole, he may instruct the Contractor to use a suitable solvent to ensure that the gravel pack and surrounding aquifer formation is clean.
- 2.4.6 After completion of the development process, the Contractor must ensure that the gravel pack has stabilized to the prescribed height of 8 m above the perforated casing and/or screens and the borehole can then be backfilled as previously described.
- 2.4.7 The above instruction can be changed by the initiative of the Ministry of Agriculture, Fisheries, Water and Land Reform.

2.5. Collection of Drill Samples

If not stated otherwise, unwashed drill samples must be taken at every meter of drilling as well as at a change of formation in between such an interval. After completion of the borehole the dried samples must be placed into sample trays, which have to be obtained by the contractors themselves prior to the commencement of the work. The sample trays are to be size 10 x 40 or similar. The borehole number and the depth of the samples will be marked with a black waterproof marker on the trays. The sample trays containing samples have to be handed over to the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative with the final invoice or prior.

The cost for the trays, pen, sampling and transportation are included in the unit prices for drilling. The head driller is obliged to control the sampling depth in consultation with Ministry's Representative at all times.

2.6. Completion of Borehole with UPVC Casing

Unless otherwise specified in the Special Specifications, upon the successful installation of the UPVC casing to the required depth and the satisfactory

emplacement of gravel pack and/or suitable backfill material and development to the satisfaction of the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative, the borehole must be completed by installing steel casing of a length of 3 meters or more and a nominal diameter larger than the UPVC casing. The steel casing must surround the UPVC casing and must protrude 0,5 meters above ground level. This steel casing should be cemented in the usual way specified in the Standard Specifications.

2.7. Capping of the Borehole and Inscription of Numbers on Casing

The casing must protrude 0,5 m above the ground surface unless otherwise specified by the Ministry of Agriculture, Fisheries, Water and Land Reform or Ministry's Representative, and a circular steel cap of at least 4 mm in thickness must be welded on each completed borehole.

The borehole number must be welded onto the lid and onto the casing pipe and must be clearly marked.

Successful boreholes must be marked with the letter "X" and unsuccessful boreholes must be marked with the letter "Z".

2.8. Backfill

Suitable material must be used to backfill the hole above the gravel pack. The gravel pack must be placed at least 10 m above the top of the upper-most screens.

2.9. Development

Each borehole shall be developed directly after drilling.

In soft collapsible formations

A mechanical double-packer system in combination with air-lifting or a submersible pump shall be used, mounted in a way to enable flushing the borehole in sections of 1 m maximum distance between the packers. The entire saturated section must be developed in this manner. RWL and PWL's should be recorded. A minimum of 6 hours development is to be undertaken in collapsible formation.

In hard formations

Development by blow testing is acceptable. If the contractor has to wait a certain period during blow testing sessions, especially with low yielding boreholes, for the borehole to recover, he will not be able to claim standing time for the aforementioned periods.

At the end of development the borehole should be cleaned from the bottom of the hole and all debris must be removed.

2.10. Pumping Tests

Unless otherwise instructed by the Ministry of Agriculture, Fisheries, Water and Land Reform or Representative of the Ministry, all Test Pumping must be undertaken according to SABS 0299 (1998), part 4, Clause 4, Paragraph 4.2.1.2:

- Step 1: one-third of the expected yield

- Step 2: two-thirds of the expected yield
- Step 3: equal to the expected yield
- Step 4: one-and-a-half times the expected yield

Unless otherwise specified, no test pumping can be undertaken without the prior consent of the Ministry of Agriculture, Fisheries, Water and Land Reform or Representative of the Ministry.

2.10.1. Step multi-rate test

The pumping test shall comprise a step multi-rate test at 4 different rates of 1 hour each, unless otherwise specified by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's representative, continuously executed with no recovery between. A recovery test is then undertaken immediately at the end of the 4th step of the Step multi-rate test. During the recovery period, the pump and the riser pipes of the pumping test unit must remain in the borehole. The observed recovery period is normally as long as the duration of the discharge, provided that 95 % of the drawn down water level has recovered, i.e. recovery water level has reached $(RWL/PWL \times 100)$. The point of discharge of the pumped water must be at least 200 m away from the borehole site. Discharge measurements shall be carried out using a suitable container together with a stopwatch. A suitable container is one, which will be filled up in approximately 20 seconds.

Water level measurements will be taken with an electrical contact gauge accurate to 5mm. A minimum diameter 25mm pipe (piezometer) should be built into the borehole for monitoring (taking reading) of the water level. Draw down, Electric Conductivity (EC), pH and the discharge rate must be measured and recorded according to the time intervals given in the appropriate forms.

The Contractor will be responsible to ensure proper and operational water quality measuring devices are on site.

2.10.2. Constant Discharge Test

Constant Discharge tests will be necessary for every successful borehole and will be executed according to BS 6316. The duration of the Constant Discharge Test is 8 hours or as prescribed in the Special Specifications for this Contract.

However, the test duration may differ and this will be specified by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's representative. A recovery test is then undertaken immediately at the end of the constant discharge test.

2.10.3. Groundwater Sampling during the Test Pumping

Before the pump is switched off, a groundwater sample has to be taken. The sample has to be filled in a clean and unused 1-ltr-PVC bottle. The Contractor has to obtain his own bottles from the suppliers, to the work. Odd bottles such as Coke-bottles or other is not acceptable. The bottles have to be marked with the borehole number and the date and time of the sampling. The form "Groundwater Sampling" must be completed for each sample. The bottles have to be kept cool

and must be protected against sunlight. The contractor is responsible for the analysis of the water sample for Group-2-Analysis. All samples should be analysed at a Namibian registered and fully compliant laboratory.

2.11. Unsuccessful boreholes

In case a borehole was drilled unsuccessfully, the stand pipe should be left in the ground with the borehole number welded on it. The stand pipe must be sealed off with a suitable plate. A 50 mm square ended plug must be fitted on top of the plate.

2.12. Abandonment

The Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative shall have the right at any time during the progress of the Work, to order the abandonment of a borehole.

The Contractor thereupon shall withdraw the casing from the borehole, if applicable, and salvage or attempt to salvage all such materials as the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative shall direct and/or up until the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative revokes such direction, and shall fill in or leave the borehole to the satisfaction of the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative.

Payment shall be made for such abandoned boreholes at the rates and tariffs shown in the Bill of Quantities.

2.13. Lost boreholes

Should any accident to the Plant, jamming of the tools or casing prevent the satisfactory completion of the Works, the borehole shall be deemed to be lost and no payment shall be made for that borehole or for any materials not recovered there from, nor for any time spent during drilling operations or while attempting to overcome problems.

Any casing which is not recovered from the lost boreholes in good condition, shall be replaced immediately by the Contractor at his own expense.

In the event of a lost borehole, the Contractor shall drill a borehole adjacent to the lost borehole or at a site indicated by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative. The option of declaring any lost borehole shall rest with the Contractor, subject to direction from the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative.

2.14. Tolerances

2.14.1. General

Drilling work must be done strictly according to the tolerances listed hereunder and the measurements made by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Employer's Representative will be accepted as correct according to the stipulation of the Tolerances.

Should drilling work deviate from the tolerances, the Ministry of Agriculture, Fisheries, Water and Land Reform reserves the right to do replacement or remedial work at the Contractors cost.

2.14.2. Erection of Drilling Machine at Borehole Site

The drilling machine must be erected at the borehole site in such a way that the hole will be drilled within 500 millimetres of the geological peg or other mark which is shown to the Contractor by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative.

2.14.3. Diameter of Boreholes

The drilled or reamed diameter of boreholes may normally vary between 150 mm and 450 mm, unless stipulated differently in the Special Specifications. The required nominal diameter, as specified in the Contract is a minimum diameter, and must be maintained for the full depth of the borehole, unless otherwise desired or approved by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative.

2.14.4. Depth of Borehole

The final completed depth of the borehole, must, when measured by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative, be not less than one meter, or deeper than 3 meters, than the specified depth of the borehole.

2.14.5. Verticality

All completed boreholes with a final diameter as specified must be vertical, unless it has been specifically stated under the Special Specifications.

When the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative is of the opinion that the permissible deviation has been exceeded, the real deviation will be measured and the Contractor must help with the measuring should it be required of him.

2.14.6. Straightness

A borehole of any nominal diameter must satisfy a test where a pipe ("dummy") at least 6 meters long and of 50 mm (2 inch) in diameter narrower than the hole, can freely be passed down to the bottom of the borehole without force.

Failing this test the borehole will have to be reamed / re-drilled at the expense of the Contractor.

2.14.7. Placing of Casing

All casing placed in the borehole, whether it be for temporary purposes or for a permanent installation, must be linearly welded. Slotted casing or screens placed in boreholes must be provided with centralisers, before the emplacement of gravel pack. Centralisers for steel casing must be constructed from 6 mm round steel and welded lengthwise. One set of 2 spacers minimum must be provided for every 6 meters of casing or screen.

Centralisers made for UPVC casing must fit over the outside diameter of the casing. The casing and screens must fit into the borehole with the minimum of play and hold the casing in the middle of the borehole.

2.14.8. Welding of Steel Casing and/or Screens

All welding joints for steel casing and/or screens must satisfy the Standard for welding as described in SABS 044 and must form a tight joint with a smooth lining on the inside of the casing. Welding rods (electrodes) used must satisfy the requirements as in the Material clause 3.8 and if so desired by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative, the welding joints inside and outside of the casing or screens must be painted with epoxy tar.

2.15. Pressure grouting

Pressure grouting works shall be in accordance with JOHNSONS "Groundwater and Wells", second edition by DRISCOLL [pages 317-333 and 888].

2.16. Localisation of boreholes

The lateral topographic coordinates of each borehole have to be measured by handheld GPS in Decimal Degrees and documented. The reference system for the GPS is the Bessel 1841 Spheroid with the WGS 84 Datum.

2.17. Instructions regarding the drill sites

2.17.1. Location of Drill Sites

The approximate location of the drill sites areas will be indicated in the specific work orders. The exact drill sites will be determined, depending on the interpretation of the borehole siting work.

Each site selected for drilling will be authorised by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative in consultation with local communities/farmer.

Any co-ordinates given to the Contractor are presented in the Geographic references System based on Bessel 1841 using the WGS 84 Datum.

2.17.2. Preparation of Drill Sites

The Contractor will have to make his own interpretation of the necessary works for preparation of drilling sites and has to state the works in the Bid Documents. It is required from the Contractor to use only the space necessary for the setting up of his drill site. No unnecessary consumption of space, bush clearing and road building activities shall take place.

2.17.3. Water Supply

The Contractor shall make his own water supply arrangements with respect to the drilling and associated works.

2.18. Personnel

Contractors are instructed to employ only Namibian citizens when requiring the need for unskilled labour. The unskilled labour should also preferably be hired in the region where the drilling activities take place.

2.21. Documentation and Project Management

2.21.1. General

(a) The Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative provide applicable forms, which have to be used but, are not limited to and submitted by the Contractor for the specific purposes. Electronic versions of the forms are available on request from the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative.

(b) All forms must be completed where applicable and submitted as signed hardcopies. It is the responsibility of the Contractor to provide a sufficient number of copies of the forms as well as carbon copy paper to enable the completion of the forms in the field.

2.21.2. List of Equipment and Personnel

A completed List of Equipment and List of Personnel available for the execution of the works must be completed and submitted with the bidding document. Any changes to any of these documents require the written approval of the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative.

2.21.3. Project Communication List

A completed Project Communication List (annexure 1) containing the people involved in the project with applicable contact details must be submitted for each bid. Any changes hereto have to be submitted in writing to the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative. It is the obligation of the contractor to ensure, that the contact details of his personnel remains valid during the project period.

2.21.4. Project Plan

The project plan (work method and schedule) including: Descriptions, drawings, and charts, as necessary, to comply with the requirements of the Bidding Documents, for the drilling and/or rehabilitation activities has to be submitted with each work order signed. Any changes hereto require the written approval of the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative. The plan must at least indicate the time requirements for the following tasks per borehole:

- Mobilisation, inter hole movement;
- Drilling;
- Test pumping

The form 'Project Plan' makes provision on the first page for the first and the last borehole and on the second page for any of the boreholes to be drilled in between.

2.21.5. Daily Drilling Record

The Daily Drilling Record (Annexure 2) has to be completed for every day of any construction period, when drilling activity is taking place. A signed copy of it must be provided to the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative whenever a site visit takes place or on special request. Every invoice must be accompanied by the Daily Drilling Records of the period covered by the invoice.

2.21.6. Weekly Report

The Weekly Report (Annexure 3) has to be completed for every completed contract week of each work order. A copy of it must be provided to the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative every Monday morning, 09:00, during the construction period or on special request.

2.21.7. Borehole Completion Report

The Borehole Completion Report (Annexure 4) has to be completed for every borehole. The Borehole Completion Report, for each borehole covered by the invoice, must accompany every invoice.

2.21.8. Drilling Record

The form 'Drilling Record' (Annexure 5) has to be completed concurrently during the drilling process for each of the boreholes. Every invoice must be accompanied by the Drilling Records of the period covered by the invoice.

2.21.9. Development Record

The form 'Development Record' (Annexure 6) has to be completed concurrently during the development process for each of the boreholes. Every invoice must be accompanied by the Development Records of the period covered by the invoice.

2.21.10. Hydraulic Testing

(a) The form for the Step-Drawdown-Test (Annexure 7) must be completed where applicable for each hydraulic test. Each invoice must be supported by the completed forms of the hydraulic test performed of each borehole covered by the invoice.

(b) Main Discharge Test will be necessary for every successful borehole and will be executed according to BS 6316. The form for the Main Discharge Test must be completed where applicable (Annexure 8). The duration of the Constant Discharge Test is 8 hours or as prescribed in the Special Specifications for this Contract. However the test duration may differ and this will be specified by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's representative. The Constant Discharge Test (Main Discharge Test) comprises two phases. The first being the pumping phase, the second being the pump off phase (recovery). The water level in the bore is measured prior to the pumping being started, during pumping, and after the pump is turned off, until the water level reaches what it was before the pump was turned on or 95 % the static water level has been reached.

2.21.11. Groundwater Sampling

The form for Groundwater Sampling (Annexure 9) must be completed for each groundwater sample taken. The contractor is responsible for the analysis of the water sample for Group-2-Analysis and should do so at a registered lab.

2.21.12. Instruction to Contractor

Each Instruction to Contractor given by the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative must be done in writing using the form supplied in Annexure 10. Instructions are only valid, if both parties have signed the specific form sheet. Objections of the Contractor against an instruction must be specified on the specific form indicating also possible consequences. However, only in cases of endangering the Contractors equipment or personnel, the Contractor has the right to ignore an instruction.

Special Specifications of Contract – section 3

The Special Specifications of Contract supplement the General Specifications. In case of any discrepancy or in case of conflict with any part of the General Specifications, then the Special Specifications of Contract shall prevail and take preference.

3.1. Mobilisation and Demobilisation

The mobilisation of a contractor with his/her equipment, to a project, will be regarded as from his/her normal base of operations to the first site of the project. From there on, the costs for movement between the sites will be covered by the inter-hole movement. The demobilization of a contractor with his/her equipment, from a project, will be regarded as from the last site of the project to his/her normal base of operations.

The Contractor is required to inform the Ministry of Agriculture, Fisheries, Water and Land Reform, or the Ministry's Representative 14 days prior to mobilization for the allocation of a Ministry appointed Hydrogeologist to accompany the works.

3.2. Alterations, additions and omissions

3.2.1. The Employer has the right to make any alterations he deems fit in the format, quality or quantity of the Work which he thinks may be necessary or which may be feasible for that or any other purpose, and he may instruct the Contractor to do any of the following:

3.2.2. Increase or decrease the quantity of any work covered by the contract;

3.2.3. Omit any such work;

3.2.4. Change the nature, quality or type of any such work;

3.2.5. Alter the heights, lines, positions and dimensions of any part of the work;

List of Annexures (To be completed post award)

<u>Annexure 1: Communication List</u>	29
<u>Annexure 2: Daily Drilling Record</u>	40
<u>Annexure 3: Weekly Report</u>	31
<u>Annexure 4: Borehole Completion Report</u>	51
<u>Annexure 5: Drilling Record</u>	33
<u>Annexure 6: Development Record</u>	34
<u>Annexure 7: Step Drawdown Test</u>	35
<u>Annexure 8: Main Drawdown Test</u>	366
<u>Annexure 9: Groundwater Sample Form</u>	377
<u>Annexure 10: Instruction to Contractor</u>	38
<u>Annexure 11: Change of Request</u>	39
<u>Annexure 12: Site Visit</u>	40

Section VIII – Annexures

Annexure 2: Daily Drilling Record

DAILY DRILLING RECORD														
Borehole No: WW					Agency:									
Date:					Page 1 of 2 pages									
DRILLING					REMARKS									
DIAMETER	FROM	TO	TOTAL							MEDIUM				
mm	m	m	m											
REAMING														
DIAMETER		DEPTH												
FROM	TO	FROM	TO	TOTAL										
m	m	m	m	m										
CASING INSTALLED														
TYPE	OD	WT	PLAIN	PERF.						DEPTH				
										FROM	TO			
mm	mm	m	m	m						m				
CASING RETRIEVED														
TYPE	OD	WT	PLAIN	PERF.						TOTAL				
										FROM	TO			
mm	mm	m	m	m										
OTHER ACTIVITIES														
ITEM			UNIT	QUANTITY										
MOBILIZATION			LS											
DEMOBILIZATION			LS											
ERECTION AT SITE			LS											
DISMANTLING AT SITE			LS											
INTERHOLE MOVE			km											
CASING TRANSPORT			km											
WATER TRANSPORT (min 10 m ³)			km											
GRAVEL SUPPLY			m ³											
GRAVEL TRANSPORT			km											
GRAVEL EMPLACEMENT			m ³											
CEMENT			50 kg											
BOREHOLE CAP			LS											
ENDPLUG			LS											
INSCRIPTION BOREHOLE No			LS											
CONSTRUCTION HEADWORKS			LS											
CENTRALICERS (Sup. & Inst)			ea											

Section VIII – Annexures

Annexure 3: Weekly Report

Weekly Report	
Project:	Contractor:
For the period from to	Date:
Accomplishments for this report period are:	
We are <input type="checkbox"/> ahead, <input type="checkbox"/> behind, <input type="checkbox"/> on schedule	
Budget: <input type="checkbox"/> in budget, <input type="checkbox"/> budget overspent, <input type="checkbox"/> budget underspent	
Changes to project objectives:	
Problems re encountered that were originally unanticipated?	
Changes needed?	
Additional problems <i>anticipated</i> :	
Action steps planned to take:	
Comments:	

Section VIII – Annexures

Annexure 4: Borehole Completion Report

BOREHOLE COMPLETION REPORT

Please indicate at reverse side the position of the borehole and draw a casing plan.

APPLICANT:		BOREHOLE NUMBER: WW	
FARM:	NUMBER:	TOPO & WELL NUMBER:	
DISTRICT:		LATITUDE:	
DATE COMMENCED:		LONGITUDE:	
DATE COMPLETED:		COLLAR HEIGHT: m	
GEOLOGY		TOTAL DEPTH FROM SURFACE: m	
from - to in (m)	DESCRIPTION	DIAMETER OF BOREHOLE	
	mm from..... to.....	
	mm from..... to.....	
	mm from..... to.....	
		FIRST WATER STRIKEm	
		SECOND WATER STRIKEm	
		THIRD WATER STRIKEm	
		WATER LEVELm	
		YIELDm ³ /h	
		APPARENT QUALITY OF WATER:	
		TDS WHEN DRILLED:	
		INITIAL CAPACITY TEST	
		AIRLIFT YIELD * <input type="checkbox"/>	
		PUMP YIELD * <input type="checkbox"/>	
		YIELD IN m³/h:	
		DATE:	
		DURATION	
		DRILLING COSTS	
		ITEM	N \$
		m drilled	N\$ per m
		testing of borehole:	
		CASING	
		plain	length m
		N\$ per m	
		perforated	length m
		N\$ per m	
		TOTAL COST	
State whether the borehole is*:		(* mark applicable block)	
<input type="checkbox"/> successful		<input type="checkbox"/> Casing left in borehole	
<input type="checkbox"/> unsuccessful		<input type="checkbox"/> Casing recovered	
DECLARATION BY DRILLER AND DRILLING INSPECTOR			
I, the driller, declare that the information supplied above is true and correct		I, the drilling inspector, declare that the information supplied above is true and correct	
Signature:		Signature:	
Rank:		Rank:	
Place: Date:		Place: Date:	

Section VIII – Annexures

Annexure 7: Step Drawdown Test

STEP DRAWDOWN TEST FORM

Contractor Name: _____ **Page:** _____ **of:** _____

Location: _____ Borehole No: _____

Map Sheet No: _____ Elevation: _____ masl

Latitude: _____ Longitude: _____

Test: _____ **Step test** **Duration:** _____
 _____ **hours**

Test borehole/observation: _____ Date: ____/____/19____

Rest water level before start if test: ____m Date: ____/____/19____

Pumping depth: _____m Borehole depth: _____m

Diameter: _____mm Distance from pumped borehole: ____m

Direction from pumped borehole: _____m Water samples: _____

PUMPING WATER LEVELS					RECOVERING WATER LEVELS			COMMENTS
Clock Time [hh:mm]	Pump Time [min]	Water Level [m b collar]	Flowmeter Reading [m ³ /h]	EC [S/cm]	Start Time [min]	Recovery Time [min]	Water Level [m b collar]	
	1					1		
	2					2		
	3					3		
	4					4		
	5					5		
	7					7		
	10					10		
	15					15		
	20					20		
	25					25		
	30					30		
	35					35		
	40					40		
	50					50		
	60					60		
	70					70		
	80					80		
	90					90		
	100					100		
	110					110		
	120					120		

 = fields don't need to be completed

Section VIII – Annexures

Annexure 8: Main Drawdown Test

MAIN DISCHARGE TEST FORM

Pump Test Readings SR _____ FROM _____
 Borehole at: _____ Borehole Nr: _____
 TEST: _____ DURATION: _____ TIME: _____ DATE: _____
 Rest Water Level: _____ Borehole depth: _____
 Diameter: _____ Pump depth: _____ Observation-/Test borehole?
 Distance from production hole: _____ Water Samples: _____

PUMP					RECOVERY			REMARKS
Clock Time [hh:mm]	Pump Time [min]	Water Level [m b collar]	Flowmeter Reading [m ³ /h]	EC [S/cm]	Start Time [min]	Recovery Time [min]	Water Level [m b collar]	
	1					1		
	2					2		
	3					3		
	4					4		
	5					5		
	7					7		
	10					10		
	15					15		
	20					20		
	25					25		
	30					30		
	35					35		
	40					40		
	50					50		
	60					60		
	75					75		
	90					90		
	105					105		
	120					120		
	150					150		
	180					180		
	210					210		
	240					240		
	300					300		
	360					360		
	480					480		
	600					600		

 = fields don't need to be completed

Section VIII – Annexures

Annexure 9: Groundwater Sample Form

FORM FOR GROUNDWATER SAMPLING

Contractor:		Name:	
Project:			
File-No.:		WW-No.:	
		Top Well No.:	

DESCRIPTION OF SAMPLED SITE			
Diameter of casing:	<input type="checkbox"/> 2" <input type="checkbox"/> 4" <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 10" (25.4 cm) other _____		
Description of casing:	<input type="checkbox"/> steel <input type="checkbox"/> concrete	<input type="checkbox"/> PVC <input type="checkbox"/> open borehole	Well Cap <input type="checkbox"/> SEBA <input type="checkbox"/> other _____ <input type="checkbox"/> none

DETAILS OF SAMPLING			
Date (DD/MM/YY)		Time (hh:mm)	
Sample bailed	<input type="checkbox"/> yes <input type="checkbox"/> no	Pumped	<input type="checkbox"/> yes <input type="checkbox"/> no
Bailed with		Pump type	<input type="checkbox"/> suction pump <input type="checkbox"/> submersible pump <input type="checkbox"/> mono pump
free flow (artesian)	<input type="checkbox"/> yes <input type="checkbox"/> no	Estimated yield	m ³ /h
Other:		Pump rate	m ³ /h
time (hh:mm)	temp (°C)	cond* (mS/m)	pH
			waterlevel (m b. TC)
			Colour
			odour
			Sediments
			<input type="checkbox"/> yes <input type="checkbox"/> no

* 10 microsiemens/ centimetre = 1 millisiemens/meter

Manner of sample transport	<input type="checkbox"/> cooled <input type="checkbox"/> not cooled	Date of Submission to Laboratory	
----------------------------	------------------------------------------------------------------------	----------------------------------	--

Signature: _____ Date: _____

Section VIII – Annexures

Annexure 10: Instruction to Contractor

Project Name:		WW-Number	
Contractor/Consultant:			
Title of Instruction:		Instruction ID#:	
Client:		Date:	
Responsible Geohydrologist:			
Instruction:			
Reasons:			
Remarks by Contractor:			
Financial Impact of Instruction:			

Approval of Instruction to Contractor

Client/Consultant / Date

Approved Deferred Rejected

Reason: _____

Contractor / Date

Approved Deferred Rejected

Reason: _____

Section VIII – Annexures

Annexure 11: Change of Request

Project Name:		WW-Number:	
Contractor/Contractor:			
Title of Change:		Change ID#:	
Client:		Date:	
Requester:			
Responsible Geohydrologist:			
Description:			
Benefits:			
Impact if Change Not Made:			
Financial Impact of Change:			
Date Required:			

Approval of Change Request

Client/Consultant / Date

Approved Deferred Rejected

Reason: _____

Contractor / Date

Approved Deferred Rejected

Reason: _____

Section VIII – Annexures

Annexure 12: Site Visit

Site Visits

PROJECT:

BORHOLE NUMBER:

CONTRACTOR:

HEAD DRILLER:

THE SITE WAS VISITED BY:

and the following recommendations were made

.....
DATE

.....
SIGNATURE (Contractor)

.....
SIGNATURE (Visitor)

Section VIII – Annexures

Bills of Quantities

Mud drilling and Test Pumping				Depth	(Nominal)
				150	
MURAMBA WAFUMBE				Cost Estimate	
ITEM	DESCRIPTION	UNIT	QTY	RATE per unit	AMOUNT
1	Mobilisation and demobilisation of all equipment, material and personnel				
1.1	Mobilisation to the first borehole	Ls	1		
1.2	Demobilisation from the last borehole	Ls	1	-	-
1.3	Erection & dismantle of rig per site	No.	1		
1.4	Movement of all equipment, material and personnel to and between sites	Km	60		
2	Mud Drilling				
2.1	311 mm / 12 1/4" (Mud Rotary) 0 - 100 m	m	12		
2.2	250 mm / 9 7/8" (Mud Rotary) 0 - 100 m	m	88		
2.3	250 mm / 9 7/8" (Mud Rotary) 100 - 200 m	m	50		
2.4	254mm/ 12" (Air Percussion) 0 - 100 m	m	1		Rate only
2.5	204mm/ 8" (Air Percussion) 0 - 100 m	m	1		Rate only
2.6	204mm/ 8" (Air Percussion) 100 - 200 m	m	1		Rate only
3	Steel casing supply, delivery & install of 4.5 mm wall thickness				
3.1	Supply 273 mm plain	m	12.7		
3.2	Supply 219 mm plain	m	1		Rate only
3.3	Install 273 mm plain	m	12.7		
4	UPVC casing supply, delivery & install of 9.5 mm wall thickness				
4.1	Supply 165 mm plain	m	100.7		
4.2	Supply 165 mm screen - slot size 1 mm	m	50		
4.3	Install 165 mm	m	150.7		
5	Gravel Pack supply and emplace				
5.1	2 - 3 mm grain size in 40 kg bags (26 lt)	bag	80		
5.2	Emplace gravel pack	bag	80		
6	Emplace backfill				
6.1	Emplace backfill	m	70		

Section VIII – Annexures

7	Grouting / Cementation				
7.1	By tremi-pipe	m3	1		rate only
7.2	Pressure grouting through casing string	m3	1		rate only
8	Fit end plugs and caps on casing				
8.1	Fit end plugs and caps on casing	No.	1		
9	Development				
9.1	Development with air blown through drill string	hr	8		
10	Pumping Tests				
10.1	Erect and dismantle test pump equipment, installation and removal of a submersible pump including rising pipes, layflat and water meter. Pump capacity: 10 m ³ /h with a pumping head of 150 m	No.	1		
10.2	Short step-drawdown pumping test	hr	4		
10.3	Ground water level recovery measurements	hr	4		
10.4	Constant Discharge test	hr	8		
10.5	Ground water level recovery measurements	hr	8		
10.6	Water quality analysis	No.	1		
11	Inscription of borehole number by suitable means on casing				
11.1	Inscription of borehole number on casing.	No.	1		
12	Completion of Documentation per Borehole				
12.1	Completion of Documentation per Borehole	No.	1		
13	Account Works (according to TOR chap. 8 and FIDIC Part 1 chap. 52.4)				
13.1	Car (4 x 4) travelling in the field	km	1		Rate only
13.2	Car (4 x 4) travelling on tar/gravel road	km	1		Rate only
13.3	Truck (4 x 4) travelling in the field	km	1		Rate only
13.4	Truck (4 x 4) travelling on tar/gravel road	km	1		Rate only
13.5	Truck (6 x 6) travelling in the field	km	1		Rate only
13.6	Truck (6 x 6) travelling on tar/gravel road	km	1		Rate only
13.7	Drilling rig and crew travelling in the field	km	1		Rate only
13.8	Drilling rig and crew travelling on tar/gravel road	km	1		Rate only
13.9	Travelling of the Water Tanker	km	10		
13.10	Bush clearing	m ²	1		Rate only
13.11	Road building 3 m wide	km	1		Rate only

Section VIII – Annexures

13.12	Standing time of drilling crew/rig per day	day	1		Rate only
DESCRIPTION					AMOUNT N\$
Subtotal of Item 1: Mobilisation					
Subtotal of Item 2: Air percussion drilling					
Subtotal of Item 3 :Steel casing supply, delivery, install & retrieve					
Subtotal of Item 4: UPVC casing supply, delivery, install & retrieve					
Subtotal of Item 5: Gravel Pack					
Subtotal of Item 6: Backfill supply and emplace					
Subtotal of Item 7: Grouting / Cementing					
Subtotal of Item 8: Fit end plugs and caps on casing					
Subtotal of Item 9: Development of the borehole					
Subtotal of Item 10: Pumping Tests					
Subtotal of Item 11: Inscription of borehole number					
Subtotal of Item 12: Completion of documentation					
Subtotal of Item 13: Account Works					
Subtotal Item 1 – 13 (N\$):					
10% Contingency					
VAT (15 %):					
Total (N\$):					

Section VIII – Annexures

Mud drilling and Test Pumping				Depth	(Nominal)
				150	
NCOROSHA				Cost Estimate	
ITEM	DESCRIPTION	UNIT	QTY	RATE per unit	AMOUNT
1	Mobilisation and demobilisation of all equipment, material and personnel				
1.1	Mobilisation to the first borehole	Ls	1		
1.2	Demobilisation from the last borehole	Ls	1	-	-
1.3	Erection & dismantle of rig per site	No.	1		
1.4	Movement of all equipment, material and personnel to and between sites	Km	60		
2	Mud Drilling				
2.1	311 mm / 12 1/4" (Mud Rotary) 0 - 100 m	m	12		
2.2	250 mm / 9 7/8" (Mud Rotary) 0 - 100 m	m	88		
2.3	250 mm / 9 7/8" (Mud Rotary) 100 - 200 m	m	50		
2.4	254mm/ 12" (Air Percussion) 0 - 100 m	m	1		Rate only
2.5	204mm/ 8" (Air Percussion) 0 - 100 m	m	1		Rate only
2.6	204mm/ 8" (Air Percussion) 100 - 200 m	m	1		Rate only
3	Steel casing supply, delivery & install of 4.5 mm wall thickness				
3.1	Supply 273 mm plain	m	12.7		
3.2	Supply 219 mm plain	m	1		Rate only
3.3	Install 273 mm plain	m	12.7		
4	UPVC casing supply, delivery & install of 9.5 mm wall thickness				
4.1	Supply 165 mm plain	m	100.7		
4.2	Supply 165 mm screen - slot size 1 mm	m	50		
4.3	Install 165 mm	m	150.7		
5	Gravel Pack supply and emplace				
5.1	2 - 3 mm grain size in 40 kg bags (26 lt)	bag	80		
5.2	Emplace gravel pack	bag	80		
6	Emplace backfill				
6.1	Emplace backfill	m	70		
7	Grouting / Cementation				

Section VIII – Annexures

7.1	By tremi-pipe	m3	1		rate only
7.2	Pressure grouting through casing string	m3	1		rate only
8	Fit end plugs and caps on casing				
8.1	Fit end plugs and caps on casing	No.	1		
9	Development				
9.1	Development with air blown through drill string	hr	8		
10	Pumping Tests				
10.1	Erect and dismantle test pump equipment, installation and removal of a submersible pump including rising pipes, layflat and water meter. Pump capacity: 10 m ³ /h with a pumping head of 150 m	No.	1		
10.2	Short step-drawdown pumping test	hr	4		
10.3	Ground water level recovery measurements	hr	4		
10.4	Constant Discharge test	hr	8		
10.5	Ground water level recovery measurements	hr	8		
10.6	Water quality analysis	No.	1		
11	Inscription of borehole number by suitable means on casing				
11.1	Inscription of borehole number on casing.	No.	1		
12	Completion of Documentation per Borehole				
12.1	Completion of Documentation per Borehole	No.	1		
13	Account Works (according to TOR chap. 8 and FIDIC Part 1 chap. 52.4)				
13.1	Car (4 x 4) travelling in the field	km	1		Rate only
13.2	Car (4 x 4) travelling on tar/gravel road	km	1		Rate only
13.3	Truck (4 x 4) travelling in the field	km	1		Rate only
13.4	Truck (4 x 4) travelling on tar/gravel road	km	1		Rate only
13.5	Truck (6 x 6) travelling in the field	km	1		Rate only
13.6	Truck (6 x 6) travelling on tar/gravel road	km	1		Rate only
13.7	Drilling rig and crew travelling in the field	km	1		Rate only
13.8	Drilling rig and crew travelling on tar/gravel road	km	1		Rate only
13.9	Travelling of the Water Tanker	km	10		
13.10	Bush clearing	m ²	1		Rate only
13.11	Road building 3 m wide	km	1		Rate only
13.12	Standing time of drilling crew/rig per day	day	1		Rate only

Section VIII – Annexures

DESCRIPTION		AMOUNT N\$
Subtotal of Item 1: Mobilisation		
Subtotal of Item 2: Air percussion drilling		
Subtotal of Item 3 :Steel casing supply, delivery, install & retrieve		
Subtotal of Item 4: UPVC casing supply, delivery, install & retrieve		
Subtotal of Item 5: Gravel Pack		
Subtotal of Item 6: Backfill supply and emplace		
Subtotal of Item 7: Grouting / Cementing		
Subtotal of Item 8: Fit end plugs and caps on casing		
Subtotal of Item 9: Development of the borehole		
Subtotal of Item 10: Pumping Tests		
Subtotal of Item 11: Inscription of borehole number		
Subtotal of Item 12: Completion of documentation		
Subtotal of Item 13: Account Works		
	Subtotal Item 1 – 13 (N\$):	
	10% Contingency	
	VAT (15 %):	
	Total (N\$):	

SUMMARY OF PROJECT (SCOPE AND PRICES)

JOB NO.	NAME OF SETTLEMENT/WATER POINT	AMOUNT (N\$)
1	Muramba waFumbe	
2	Ncorosha	
Sub-total (Excluding VAT)		N\$
VAT 15%		N\$
Total (Including VAT)		N\$

.....
BIDDER'S SIGNATURE NAME OF COMPANY

.....
DATE

COMPANY STAMP:

B. DRAWINGS

None

Annexure 13: Daily report

DAILY REPORT

	Client:	Project:	Date:				
	Contractor:	Consultant:					
Equipment:							
Hour	Works Executed						
0 – 1							
1 – 2							
2 – 3							
3 – 4							
4 – 5							
5 – 6							
6 – 7							
8 – 9							
9 – 10							
10 – 11							
11 – 12							
12 – 13							
13 – 14							
14 – 15							
15 – 16							
16 – 17							
17 – 18							
18 – 19							
19 – 20							
20 – 21							
21 – 22							
22 – 23							
23 – 0							
Travelling:							
1. left locality:		time (24 h):	:	arrived locality:		time (24 h):	:
2. left locality:		time (24 h):	:	arrived locality:		time (24 h):	:
3. left locality:		time (24 h):	:	arrived locality:		time (24 h):	:
Remarks:							
Signatures:							
Consultant:							

Annexure 14: Weekly Report

Weekly Report	
Project:	Contractor:
For the period from to	Date:
Accomplishments for this report period are:	
We are <input type="checkbox"/> ahead, <input type="checkbox"/> behind, <input type="checkbox"/> on schedule	
Budget: <input type="checkbox"/> in budget, <input type="checkbox"/> budget overspent, <input type="checkbox"/> budget underspent	
Changes to project objectives:	
Problems re encountered that were originally unanticipated?	
Changes needed?	
Additional problems <i>anticipated</i> :	
Action steps planned to take:	
Comments:	

Annexure 15: Rehabilitation Record**Rehabilitation Record****1. Water Point Information:**

Region: _____
 Site Name: _____
 WW _____
 Co-ordinates: Lat: _____ S Long: _____ E
 Top sheet: _____
 Contact Person: _____
 Headman/Chief: _____
 Regional Representative: _____
 Access to site: [Good] [Fair] [Poor] _____
 Comments: _____

2. Existing water point (before rehabilitation):

Type of installation: _____
 Working order: [Yes] [No] _____
 Water quality: _____
 Yield: _____
 Problems with water point: _____

 Comments: _____

3. Existing water point (after rehabilitation):

Type of installation: _____
 Working order: [Yes] [No] _____
 Water quality: _____
 Yield: _____
 Rehabilitation work performed: _____

 Comments: _____

Rehabilitation work finished

Representative of contractor: _____
 Date: ____ / ____ / ____

Annexure 6: Step Drawdown Test**STEP DRAWDOWN TEST FORM**

Contractor Name: _____ Page: _____ of: _____

Location: _____ Borehole No: _____

Map Sheet No: _____ Elevation: _____ masl

Latitude: _____ Longitude: _____

Test: _____ Step test Duration: _____ hours

Test borehole/observation: _____ Date: _____ / _____ /19_____

Rest water level before start if test: _____ m Date: _____ / _____ /19_____

Pumping depth: _____ m Borehole depth: _____ m

Diameter: _____ mm Distance from pumped borehole: _____ m

Direction from pumped borehole: _____ m Water samples: _____

PUMPING WATER LEVELS					RECOVERING WATER LEVELS			COMMENTS
Clock Time [hh:mm]	Pump Time [min]	Water Level [m b collar]	Flowmeter Reading [m ³ /h]	EC [S/cm]	Start Time [min]	Recovery Time [min]	Water Level [m b collar]	
	1					1		
	2					2		
	3					3		
	4					4		
	5					5		
	7					7		
	10					10		
	15					15		
	20					20		
	25					25		
	30					30		
	35					35		
	40					40		
	50					50		
	60					60		
	70					70		
	80					80		
	90					90		
	100					100		
	110					110		
	120					120		

 = fields don't need to be completed

Annexure 7: Main Drawdown Test

MAIN DISCHARGE TEST FORM

Pump Test Readings SR _____ FROM _____

Borehole at: _____ Borehole Nr: _____

TEST: _____ DURATION: _____ TIME: _____ DATE: _____

Rest Water Level: _____ Borehole depth: _____

Diameter: _____ Pump depth: _____ Observation-/Test borehole ?

Distance from production hole: _____ Water Samples: _____

PUMP					RECOVERY			REMARKS
Clock Time [hh:mm]	Pump Time [min]	Water Level [m b collar]	Flowmeter Reading [m ³ /h]	EC [S/cm]	Start Time [min]	Recovery Time [min]	Water Level [m b collar]	
	1					1		
	2					2		
	3					3		
	4					4		
	5					5		
	7					7		
	10					10		
	15					15		
	20					20		
	25					25		
	30					30		
	35					35		
	40					40		
	50					50		
	60					60		
	75					75		
	90					90		
	105					105		
	120					120		
	150					150		
	180					180		
	210					210		
	240					240		
	300					300		
	360					360		
	480					480		
	600					600		

 = fields don't need to be completed

Annexure 8: Groundwater Sample Form

FORM FOR GROUNDWATER SAMPLING

Contractor:		Name:	
Project:			
File-No.:		WW-No.:	
		TopoWell No.:	

DESCRIPTION OF SAMPLED SITE			
Diameter of casing:	<input type="checkbox"/> 2" <input type="checkbox"/> 4" <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> 8" <input type="checkbox"/> 10" (25.4 cm) other _____		
Description of casing:	<input type="checkbox"/> steel <input type="checkbox"/> concrete	<input type="checkbox"/> PVC <input type="checkbox"/> open borehole	Well Cap <input type="checkbox"/> SEBA <input type="checkbox"/> other _____ <input type="checkbox"/> none

DETAILS OF SAMPLING			
Date (DD/MM/YY)		Time (hh:mm)	
Sample bailed	<input type="checkbox"/> yes <input type="checkbox"/> no	Pumped	<input type="checkbox"/> yes <input type="checkbox"/> no
Bailed with		Pump type	<input type="checkbox"/> suction pump <input type="checkbox"/> submersible pump <input type="checkbox"/> mono pump
free flow (artesian)	<input type="checkbox"/> yes <input type="checkbox"/> no		
Estimated yield	m ³ /h		
Other:		Pump rate	m ³ /h
time (hh:mm)	temp (°C)	cond* (mS/m)	pH
			waterlevel (m b. TC)
			Colour
			odour
			Sediments
			<input type="checkbox"/> yes <input type="checkbox"/> no

* 10 microsiemens/ centimetre = 1 millisiemens/meter

Manner of sample transport	<input type="checkbox"/> cooled <input type="checkbox"/> not cooled	Date of Submission to Laboratory	
----------------------------	------------------------------------------------------------------------	----------------------------------	--

Signature: _____ Date: _____

Annexure 9: Instruction to Contractor

Project Name:		WW-Number	
Contractor/Consultant:			
Title of Instruction:		Instruction ID#:	
Client:		Date:	
Responsible Geohydrologist:			
Instruction:			
Reasons:			
Remarks by Contractor:			
Financial Impact of Instruction:			

Approval of Instruction to Contractor

Client/Consultant / Date

Approved Deferred Rejected

Reason: _____

Contractor / Date

Approved Deferred Rejected

Reason: _____

Annexure 10: Change of Request

Project Name:		WW-Number:	
Contractor/Contractor:			
Title of Change:		Change ID#:	
Client:		Date:	
Requester:			
Responsible Geohydrologist:			
Description:			
Benefits:			
Impact if Change Not Made:			
Financial Impact of Change:			
Date Required:			

Approval of Change Request

Client/Consultant / Date

Approved Deferred Rejected

Reason: _____

Contractor / Date

Approved Deferred Rejected

Reason: _____

Annexure 11: Site Visit

Site Visits

PROJECT:

BORHOLE NUMBER:

CONTRACTOR:

HEAD DRILLER:

THE SITE WAS VISITED BY:

and the following recommendations were made

.....
DATE

.....
SIGNATURE (Contractor)

.....
SIGNATURE (Visitor)

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/ KERC-DWSSC-01/117/2025/2026

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

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

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Drilling and test pumping of two (2) boreholes at Muramba waFumbe and Ncorosha	1	EA		
				Subtotal	
				10% Contingency	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

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

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/ KERC-DWSSC-01/117/2025/2026**

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	<i>(See Section III (A&B) Scope of Works Specifications (Bill of Quantity) and Priced Activity Schedule in Section IV)</i>		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. W/RFQ-GCC) available on E-GP, <https://egp2.gov.na> except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/ KERC-DWSSC-01/117/2025/2026**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Ministry of Agriculture, Fisheries, Water and Land Reform
Intended Completion Date GCC	The intended completion date is: 10 days after receiving the Purchase Order
Project Manager GCC 1.1(y)	The Project Manager is: Kavango East Regional Council
Site GCC 1.1(a)	The Sites are located: Muramba waFumbe and Ncorosha in Kavango East Region
Start Date GCC 1.1(d)	The Start Date shall be: 5 days after receiving the Purchase Order
The Works GCC 1.1(h)	The Works consist of: Drilling and test pumping of (2) boreholes at Muramba waFumbe and Ncorosha in Kavango East Region.
Interpretation GCC 2.2	The project will be completed in the following sections: N/A
Interpretation GCC2.3	The following additional documents shall form part of the contract: Technical Specifications for Borehole Rehabilitation, Bills of Quantities and Project forms Documents.
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
Project Manager's Decisions 4.1	The Project Manager entitlement to extension of time or reject the extension of time.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Ministry, Secretary to the Procurement Committee, Kavango East Regional Council, Maria Mwingere Street, Private Bag 2124, Rundu, contact name is Mr. Jona Kangumbe, E-mail address: jkangumbe@kavangorc.gov.na, Telephone no. 066 – 266000/12/32.</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p> <p>_____ <i>[Name of the Contractor's Representative]</i></p>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Ministry of Agriculture, Fisheries, Water and Land Reform and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: (Full project value plus 20% of contract amount.) (b) for loss or damage to Equipment: <i>(20% of contract amount 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: Not Applicable. (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: N\$ 1 Mil. (ii) of other people: N\$ 1 Mil. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks</p>

GCC Clause Reference	Special Conditions
	coupled with the Ministry of Agriculture, Fisheries, Water and Land Reform'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.
Site Date GCC 14.1	The site Date shall be: one week after receiving the Purchase Order
Safety GCC 18	<p>The contractor shall practice environmental safety by ensuring that oil, lubricants and fuel shall be stored on site in suitable containers. The filling/application process must be executed in such a way, that no overflow and contamination of the environment takes place. Any routine maintenance work on any of the Contractors equipment on site is prohibited. Necessary repair works must be carried out with due diligence in order not to contaminate the environment. In case of a contamination of the environment, any further steps –provided it is not an emergency case- must be discussed and agreed on with the Ministry of Agriculture, Fisheries, Water and Land Reform or the Ministry's Representative prior to any steps taken. All minor oil- or fuel-spills have to be dug out and burned in an open fire.</p> <p>When vacating a site after completion of the work, the Contractor shall ensure that all debris and litter which has resulted from the work are suitable removed. In fact, a high standard of hygiene and cleanliness must be maintained at the site at all times.</p>
Possession of the Site GCC 20.1	The Site Possession Date shall be: one week after receiving the Purchase Order
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within two days from the date of the Letter of Acceptance or issue of Purchase Order.
GCC 25.3	<p>The period between Program updates is 7 days.</p> <p>The amount to be withheld for late submission of an updated Program is NS\$500.00 per day.</p>

GCC Clause Reference	Special Conditions
Defects Liability Period GCC 33.1	<p>The Kavango East Regional Council has the right to refuse the acceptance of the borehole completely or in parts in case of defective works and declared as abandoned. Reasons for the refusal may be for instance (but not limited to):</p> <ul style="list-style-type: none"> • The required documentation is insufficient. • The final depth has not been attained. • The required pumping tests are not performed or not performed properly. • In case the Ministry of Agriculture, Fisheries, Water and Land Reform refuses the borehole, the rehabilitation site has to be cleared according to the instructions of the Ministry at the expense of the Contractor. An eventual renewed mobilization will not be paid, and no payment will be made for the rejected boreholes. • The contractor is further liable for any defects which may occur during the defect liability period, as indicated below. <p>The Defects Liability Period is: <i>12 months</i>.</p>
Payment Certificates GCC 39.7	<p>A single statement of the actual value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.</p>
Payments GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <ol style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works. (c) Original invoice (d) Original/Copy of Purchase Order
Adverse weather Conditions GCC 41.1 (I)	<p>N/A</p>
Price Adjustment GCC 44.	<p>The Contract <i>is not</i> subject to price adjustment.</p>
Retention GCC 45.	<p>(ii) None</p>
Liquidated Damages GCC 46.1	<p>The liquidated damages for the whole of the Works are <i>0.1% of contract</i> per day.</p>
Bonus GCC 47.1	<p>The rate for the Bonus per calendar day is: N/A</p>

GCC Clause Reference	Special Conditions
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	Not Applicable
GCC 56.1	"As built" drawings or operating and maintenance manuals <i>are not</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 10%

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/RFQ/ KERC-DWSSC-01/117/2025/2026**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
A valid certified copy of certificate of business registration		
a valid certificate of good standing with the Receiver of Revenue		
a valid certificate of good standing with the Social Security Commission		
a valid certified copy of Affirmative Action Compliance Certificate		
A written undertaking as contemplated in Section 138 (2) of the Labour Act 2007(Act No.11 of 2007		
Bidder has indicated experience in works of a similar nature and size (borehole drilling and test pumping especially in hard rock areas and riverbeds) and details of work under way or contractually committed; Practical Completion Certificates or Reference letter and clients who may be contacted for further information on those contracts are indicated.		

<p>Bidder has demonstrated that he/she will have access to the key Contractor's equipment listed hereafter, proof of ownership or rental agreement required.</p> <ul style="list-style-type: none"> • Drilling Rig which must be able to switch between air and mud rotary drilling techniques • Compressor • Test pumping unit • Truck (4x4) /6x6 • Water Tanker 4x4 		
<p>Bidder must initial all pages including attachments</p>		
<p>Bidder must submit the detailed preliminary delivery program/schedule</p>		

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.*