



Safe Roads to Prosperity

**Procurement Reference No:**

**W/ONB/RA – 01/2026**

**W/ONB/RA – 02/2026**

**W/ONB/RA – 03/2026**

**PROCUREMENT  
OF  
THE LABOUR-BASED CONSTRUCTION OF GRAVEL DISTRICT  
ROAD D3624: OMUNDAUNGILO TO OMBOLOKA (43 KM), 27 KM  
- WESTERN ACCESS ROADS, 28 KM- EASTERN ACCESS  
ROADS IN THE OHANGWENA REGION,  
IN THE OHANGWENA REGION**

**SITE INSPECTION DOCUMENT**

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## 1. Representation

### 1.1 Contracting Authority

The Contracting Authority (Employer) for this Contract is the **Roads Authority of Namibia**.

The Roads Authority is represented at this inspection by the **Project Control Engineer: Network Development, Mr. Asino Johannes**.

### 1.2 Funding Agency

The project will be fully funded by the **KfW Development Bank**.

### 1.3 Consulting Engineer

The consulting engineers appointed for these works are **Pregon / WML Joint Venture**, represented by **Mr. Rianus !Gonteb**.

## 2. Scope of Works

A gravel district road is to be constructed by labour-based methods under this contract. The road is situated in the Ohangwena Region in the north of the Republic of Namibia and is situated between Omundaungilo and Omboloka. The contract comprises the following sections of road:

- Road D3624 between Omundaungilo and Omboloka from km 0.0 to km 43.072 (**Main Contractor**).
- Access roads to schools, clinics, settlements and providing access to the communities living along the route (55 km) (**ALL Emerging Contractor**)

The road forms a vital link to the national road network, through providing access for the communities living along the route to their regional town of Ohangwena Region.

The project will generally consist of the following:

- Construction to gravel standard of D3624 (43.072 km),
- Construction of vertical- and horizontal alignment to gravel standards
- Formalize all intersections in accordance with the relevant specifications,
- Improvement of the drainage facilities along the route,
- The construction of 54 culverts in various sizes, ranging from 900mm x 600mm, 900mmx900mm, 1800mmx900mm,
- The establishment of road furniture and other ancillary works,
- The establishment and proper demarcation of the 30 m wide road reserve,
- Traffic accommodation, including construction of temporary deviations,

- All other ancillary works required.

Also included in this contract is additional training of SME contractors who will subsequently be responsible for the labour-based construction activities in two separate SME contracts, one (1) for both earthworks and concrete works and one (1) for Earthworks only.

The road formation shall be 10.0m wide, which includes a 7.5m wide gravel carriageway with two 1.25m wide gravel shoulders. For adequate road surface drainage, a camber of 3.0% to both sides will be provided.

### **3. General Note**

Due to the extent and nature of the project, all effort must be made by the participants to stick together, to share same information to all participants.

**The provisional sum for the provision and maintenance of Personal Protective Equipment (PPE) is included under Pay Item PS 13.16 and shall be strictly adhered to throughout the contract period.**

**The Engineer emphasized the need for both ADTs and AWTs to be in place for the Main Contractor and the Emerging Contractors.**

## **4. Programme**

### **4.1 Activities**

- Meet at the Start of the Road (D3624 and D3611) Junction for information meeting: **Time: 10h00**
- Depart to access road 1 from (Omundaungilo Settlement to Ounyenye Primary School)
- Proceed to access road 9 at km 4.18
- Proceed to access road 2 at km 7.80
- Proceed to access road 3 at km 7.98
- Proceed to access road 4 at km 12.30
- **Depart to BP No.6 at km 14.00**
- Proceed to access road 5 at km 14.10
- **Proceed to BP No.8 at km 19.00**
- **Proceed to BP No.5 at km 26.00**
- **Proceed to BP No.10 at km 29.70**
- Proceed to access road 6 at km 19.18
- Proceed to access road 7 at km 26.00
- **Proceed to BP No.3 at km 32.50**
- **Proceed to BP No.4 at km 32.50**
- **Proceed to BP No.2 at km 38.00**
- Proceed to access road 10 at km 38.12
- **Proceed to BP No.1 at km 40.00**

### **4.2 Attendance Certificate / Register**

It is compulsory for the Contractor's Representative and the SME Contractors to be present at the Site Inspection for the entire duration of the inspection. The attendance register must be signed by all present participants.

The certificate will be signed at the end of the day's activities when Omboloka (km 43.072) is reached.

## 5. Award

### 5.1 Bid submission deadline:

Date: Thursday, 02 July 2026

Time: 11:00am

### 5.2 Estimated contract award:

Contract award: August 2026

Contract commencement: August/September 2026

## 6. Bidding Document Content

The following documents constitute the bidding documents and shall be applicable to this Contract:

### Main Contractor/Emerging Bid Documents:

#### Volume 1

#### Part 1 – Bidding Procedures

|               |   |          |
|---------------|---|----------|
| Section I     | Instruction to Bidders (ITB)  | (Green)  |
| Section II    | Bid Data Sheet (BDS)  | (White)  |
| Section III   | Evaluation and Qualification Criteria   | (White)  |
| Section IV    | Bidding Forms   | (Blue)   |
| Section IV(1) | Bidding Forms – Main Contractor   | (Blue)   |
| Section IV(2) | Bill of Quantities  | (Yellow) |
| Section V     | Eligibility Criteria in KfW – financed Procurement                                      | (White)  |
| Section V     | KfW Policy – Corrupt and Fraudulent Practices – Social and Environmental Responsibility | (White)  |

#### Part 2 – Employer's Requirements

|   |         |
|---|---------|
| Section VII – Employer's Requirements   | (White) |
| Section VII(1) COLTO Standard Specifications (not issued)                             | (White) |
| Section VII(2) Labour Based Specifications for Construction Works (issued separately) | (White) |
| Section VII(3) Project Specifications   | (White) |
| Section VII(4) Road Ordinances (Extracts)   | (White) |
| Section VII(5). Environmental and Social Management Programme                         | (White) |

|  |         |
|--|---------|
| Section VII(6). HIV and AIDS Awareness Programme                                 | (White) |
| Section VII(7). Book of Bidding Drawings (issued separately in <b>Volume 2</b> ) | (White) |

**Part 3 – Conditions Of Contract And Contract Forms**

|   |        |
|---|--------|
| Section VIII – General Conditions of Contract | (Pink) |
| Section IX – Special Conditions of Contract   | (Pink) |
| Section X – Contract Forms                    | (Pink) |

|                 |  |
|-----------------|--|
| <b>Volume 2</b> | Book of Bidding Drawings               |
| <b>Volume 3</b> | Centreline and Borrow Pits Soil Survey |

**Note 1:** *Volume 1, Part 2, Section VII(1) is not issued to Tenderers as it is assumed that contractors are in possession of the Standard Specifications. Tenderers are requested to make their own arrangements to obtain Volume 1, Part 2, Section VII(1) from the respective publishers should they not already be in possession of copies.*

**Note 2:** *The set of documents to be returned in accordance with the Tender Notice consists of Volume 1 (except Section VII(1) & VII (2) of Part 2, Volume 2 and Volume 3).*

**SME Contractor Bid Documents:**

|                 |                 |   |          |
|-----------------|-----------------|---|----------|
| <b>Volume 1</b> | Section III     | Evaluation and Qualification Criteria         | (White)  |
|                 | Section IV(1)   | Bidding Forms – Main Contractor               | (Blue)   |
|                 | Section IV(2)   | Bill of Quantities                            | (Yellow) |
|                 | Section VII(5). | Environmental and Social Management Programme | (White)  |
|                 | Section X –     | Contract Forms                                | (Pink)   |

## 7. Construction Material Information

### 7.1 In-situ material investigation

The DCP test results were subsequently used to delineate the subgrade into Uniform Sections as shown above and to identify possible unsuitable subgrade materials where special measures need to be taken to improve the subgrade. It can be concluded from the DCP results that the surface and near surface materials in the study area that would affect road building are mainly thick, non-cohesive sand. **Refer to Volume 3 MATERIAL DATA: CENTRELINE AND BORROW PITS SURVEY.**

### 7.2 Borrow pit information.

#### 7.2.1 Borrow pit investigation.

A number of silcrete and calcrete materials have been located and a **total of 10 (ten) borrow-pits** on D3624 were investigated. These were profiled and sampled for Road Indicator, MOD AASHTO density and CBR tests at selected depths and tested.

Only a limited amount of natural gravel is available in the project area, and the natural gravels occurring in proposed borrow areas are variable, even within a single borrow pit. Problems known to occur are that the plasticity index (PI) is too high (calcretes) or too low in the case of silcrete materials, the grading of the material is too fine (resulting in below standard strength when compacted) and a common problem is the salinity of the material.

Suitable wearing course materials are often located in arable and productive fields. Exploration for borrow pits and usage of this material often cause friction with the local population and the soil is permanently lost for agriculture.

**Table 1: Borrow Pits Coordinates**

| Borrow Pits | Coordinates                 |
|-------------|-----------------------------|
| 1           | 17°29'51.10"S 17°03'47.90"E |
| 2           | 17°30'25.20"S 17°02'05.60"E |
| 3           | 17°28'05.00"S 17°00'04.70"E |
| 4           | 17°24'23.80"S 16°58'02.90"E |
| 5           | 17°28'37.30"S 16°55'48.20"E |
| 6           | 17°29'31.50"S 16°50'02.50"E |
| 7           | 17°29'48.00"S 16°45'56.60"E |
| 8           | 17°23'41.60"S 16°52'29.40"E |
| 9           | 17°23'57.20"S 16°45'32.80"E |
| 10          | 17°28'47.20"S 16°58'05.80"E |

#### 7.2.2 Recommended Borrow Pit Utilisation

It can be concluded from the indicator and grading test results that particles passing the 0.075mm - 0.43mm - 2mm - 4.75mm sieves plays a very important role in the determination of the mechanical properties of the

material and there is a very strong correlation between the % passing the 0.075mm - 0.43mm - 2mm - 4.75mm sieves, the PI-values and the CBR-values.

For D3624 all borrow-pits contains mainly Zone B materials. All BP's will therefore be exploited to provide wearing course for the full road length. There are no high plasticity material sources available in the immediate vicinity of D3624 to improve the material quality by mechanical modification. Fortunately, the foreseen traffic on the road is low and the impact of low maintenance on Zone B materials will be minimized.

Based on the laboratory test results and the proposed requirements discussed, the proposed borrow-pit utilization and estimated quantity of material required from each borrow-pit are indicated in Table below:

Table 2: Estimated Available Quantities with Proposed Haulage and Utilization

| BP No.        | Position | Distance from CL | Area (ha) | Thickness (m) | Estimated Quantities Available (m <sup>3</sup> ) | Estimated Quantities Required (m <sup>3</sup> ) |         |         |         |
|---------------|----------|------------------|-----------|---------------|--|---|---------|---------|---------|
|               | (km)     | (m)              |           |               |  | Normal Fill                                     | SSG     | WC      | TOTAL   |
| 9             | 0.0      | 9000             | 10.00     | 1             | 100 000  | 17 805  | 7 539   | 14 294  | 39 638  |
| 7             | 8.0      | 3800             | 15.00     | 1             | 150 000  | 37 548  | 26 386  | 23 562  | 87 495  |
| 6             | 14.0     | 2400             | 10.00     | 1.5           | 150 000  | 56 869  | 32 847  | 27 287  | 117 003 |
| 8             | 19.0     | 9100             | 10.00     | 1             | 100 000  | 19 613  |         | 14 545  | 34 158  |
| 5             | 26.0     | 1200             | 10.00     | 1             | 100 000  | 17 333  | 10 231  | 8 095   | 35 659  |
| 10            | 29.7     | 100              | 15.00     | 1             | 150 000  | 21 218  | 16 693  | 10 292  | 48 203  |
| 3             | 32.5     | 2400             | 10.00     | 1             | 100 000  | 19 546  | 8 750   | 13 025  | 41 321  |
| 4             | 32.5     | 9000             | 2.00      | 1             | 20 000   | 18 206  |         | 12 142  | 30 348  |
| 2             | 38.0     | 2300             | 10.00     | 1             | 100 000  | 3 125   |         | 3 072   | 6 197   |
| 1             | 40.0     | 450              | 10.00     | 1             | 100 000  | 14 004  | 13 516  | 8 333   | 35 853  |
| <b>TOTALS</b> |          |                  |           |               | 1 070 000  | 225 266   | 115 962 | 134 648 | 475 876 |

### 7.3 Pavement Layers

The following pavement structure will be applicable for this Contract:

- 1 x 200mm gravel wearing course (G5) **(Main Contractor and ALL Emerging)**
- 1 x 265mm selected subgrade (SSG) layer (G7) **(Main Contractor only)**
- Imported fill to the required top of fill (ToF) design level (G8). This material shall consist of a mixture of 1-part non-cohesive sand, imported from cut areas or side-drains, and 2-parts imported gravel from borrow-pits. **(Main Contractor and ALL Emerging)**

### 7.4 Sand and Stone for Concrete and Surfacing

Fine sand suitable for concrete occurs along the proposed route. Due to fineness, allowance must be made in the concrete mix design for additional cement or alternatively coarse sand must be imported to the project

area. Contractors need to take this into account in the concrete mix designs to be conducted during construction.

There are no suitable rock sources for aggregate located near to the project area. Aggregate should therefore be obtained from the commercial source located at Tsumeb (Henning Crushers). Samples have been obtained from this source for testing.

## **7.5 Water for Construction**

NamWater's and the Directorate of Rural Water Supply and Sanitation Coordination's pipeline networks terminate to the west of Eenhana and do not extend this far eastward. Sourcing construction water from a pipeline network is thus unrealistic and not feasible.

Although some drainage channels were observed, the study area is located to the east of the main iishana and even a very good efundja will not likely result in the availability of sufficient and sustainable surface water to supply in the construction water demand.

The only available, and easily accessible, source of water supply for the road construction is therefore groundwater. The availability of groundwater for construction has been investigated.

In summary it can be said that groundwater occurs frequently, almost randomly, throughout the Ohangwena Multi-layered Aquifer.

It has been established that the Ohangwena II Aquifer stores huge volumes of groundwater, and very high yielding boreholes have been drilled into it. However, exploiting this aquifer requires licenses and is unfeasible since it requires extensive water abstraction equipment, and as such it is not considered a viable option for water supply to the project.

The chances of drilling unsuccessful boreholes in the Ohangwena I Aquifer are extremely low, but the borehole yields are generally moderate and not comparable to the Ohangwena II Aquifer borehole yields. Yields of 10 m<sup>3</sup>/h to 20 m<sup>3</sup>/h are however not uncommon in the Ohangwena I Aquifer, and this aquifer is considered to be the most viable groundwater source to supply in the construction water demand.

## **8. EVALUATION AND QUALIFICATION CRITERIA**

The following evaluation criteria will apply for the bidding process:

### **8.1 Step 1: Substantial Responsiveness (ITB 29.4)**

The first step of the evaluation, the Bidders' substantial responsiveness is being established. In accordance with ITB 29.4, a Bid shall be considered as substantially responsive if the required documents are submitted by **the Main Contractor and ALL Emerging / SME Contractors.**

### **8.2 Step 2: Evaluation of Bid Price**

In terms of ITB 33.2 (b) the substantially responsive Bids are now checked for arithmetical correctness, discounts and non-conformities, which will subsequently be corrected.

The corrected Bids are listed with the corrected Bid price from the lowest to the highest Bid.

In terms of ITB 33.2 (a), the evaluation shall consider the Bid price in the Bid Submission Form, however, excluding the following items:

- Provisional Sum for Contingencies,
- Provisional Sum for Contract Price Adjustment,
- Value Added Tax (VAT).

**Refer to Volume 1 Section III (2(a)) page 44-45.**

### **8.3 Step 3: Comparison of Corrected Bids price to Mean of received bids.**

The corrected Bids are compared to the Mean of all received bids, which are considered for this Evaluation of the Bid Price as well as the Employer's estimate excluding the above items, in terms of ITB 33.4. **Refer to Volume 1 Section III (2(a)) page 45.**

### **8.4 Step 4: Evaluation of the Qualifying Criteria**

In terms of ITB 35, only the lowest substantially responsive bid (considering corrections) will be evaluated in terms of the **below qualification criteria**. In the event of a negative outcome in terms of qualification, the Employer shall proceed to the next lowest substantially responsive bid. **Refer to Volume 1 Section III (2(b)) page 45.**

#### **8.4.1 Financial Resources (Main Contractor and ALL Emerging)**

Cp. information to be provided in Section IV: Bidding Forms - Form: "Qualification Information", Items 1.2, 1.7 and 1.8, incl. attachments. **Refer to Volume 1 Section III (2(c) A) page 51.**

#### **8.4.2 Experience of the Firm (Main Contractor and ALL Emerging)**

Cp. information to be provided in Section IV: Bidding Forms - Form: "Qualification Information", Item 1.3. **Refer to Volume 1 Section III (2(c) B) page 51.**

#### **8.4.3 Relevant Competence of Staff (Main Contractor and ALL Emerging)**

Cp. information to be provided in Section IV: Bidding Forms - Form: "Qualification Information", Item 1.5. **Refer to Volume 1 Section III (2(c) C) page 52.**

#### **8.4.4 Availability and Sufficiency of Appropriate Equipment (Main Contractor and ALL Emerging)**

Cp. information to be provided in Section IV: Bidding Forms - Form: "Qualification Information", Item 1.4. **Refer to Volume 1 Section III (2(c) D) page 53.**

### **8.5 Step 5: Margin of Preference**

Preference should apply for all construction works and Preferences will apply in line with Code of Good practice. Only well-established **100% Namibian-owned Contractors (Citizens of Namibia)** may submit a bid in partnership with Namibian Emerging / SME Contractors; all of the latter must have successfully attended the Emerging and/or SME Contractor course organized by the Roads Authority or be a SME

Contractor for whom the company owner must have a minimum of National Diploma in Civil Engineering and must have experience in concrete works.. The Company Registration should be accompanied by certified copies of Owner’s IDs as proof. **Refer to Volume 1 Section III (2(b)) page 46.**

## 9. QUESTIONS AND ANSWERS

Nothing said during the site inspection will have any contractual significance whatsoever, unless confirmed in writing by way of a Notice to Bidder.

Where Bidders consider answers to questions to be of importance to the Bid, they must address a written request to the Employer for confirmation in writing.

All Notices to Bidders will form part of the Contract Documents.

### 9.1 Questions and answers

|    | Questions   | Responses   |
|----|---|---|
| a) | <b>What is the minimum number of projects needed to participate as a Main/Emerging Contractor?</b>                                      | <p>I. Main Contractor</p> <p>You must have:</p> <ul style="list-style-type: none"> <li>• Successfully completed <b>at least 2 labour-based road construction projects</b> of a similar nature in scope and amount..</li> </ul> <p>II. Emerging Contractor</p> <p>You must have:</p> <ul style="list-style-type: none"> <li>• Successfully completed <b>at least 2 labour-based road construction projects</b> of a similar nature in scope and amount.</li> </ul> |
| b) | <b>Please provide details of the evaluation criteria?</b>   | The bidders are advised to peruse the evaluation criteria as provided in the bidding document. Refer to Section III, Evaluation and Qualification Criteria  |
| c) | <b>Is it only projects from Roads Authority that will be considered or can it be from similar work done from other public entities?</b> | Projects executed for any other entity will be considered, provided they are labour-based roads construction projects and comparable in nature and scope to the works under consideration.  |

|    |  |  |
|----|--|--|
| d) | What should the financial Turnover be and across how many years?                           | <ul style="list-style-type: none"> <li>The Main Contractor must have a minimum average annual construction turnover of N\$ 25 million over the last 5 years.</li> <li>The Emerging Contractor must have a minimum average annual construction turnover of N\$ 10 million over the last 5 years.</li> </ul> |
| e) | May the bidder submit an Electronic BOQ?   | An electronic copy of the Bill of Quantities (BOQ) will be provided to facilitate calculations. However, bidders are required to submit a hardcopy signed in black ink of the BOQ as part of their bid submission.   |
| f) | Considerations of SME's to tender directly rather than having to look for Main Contractor? | SME Contractors may only participate in a tender under the Main Contractor and may not submit bids independently.  |
| g) | What is the percentage for the Performance Guarantee?                                      | The percentage required for the Performance Guarantee depends on the applicable contract conditions and procurement requirements. For this project, the Performance Guarantee shall be five percent (5%) of the Contract Value.  |
| h) | Does the Project Manager need to have a Civil Eng. Diploma as a requirement?               | The Contracts Manager must possess at least a National Diploma in Civil Engineering or Construction Management from a recognized institution and must comply with the staff and experience requirements specified in <i>Section VII, Clause 4.2</i> of the bidding document.                               |
| i) | Is it necessary to have an Articulated Dump Trucks?  | Yes, the Articulated Dump Trucks are of utmost importance given the current condition of the project site.   |
| j) | Will a contractor who abandoned a previous project be eligible for award?                  | No. They will be not eligible for award.   |
| k) | May a bidder bid as both an SME and Emerging Contractor?                                   | Yes, you may apply. However, the evaluation criteria specified in the bidding document will determine the category for which you qualify. Please note that a bidder may only be awarded one project.   |

|    |   |   |
|----|---|---|
| l) | <b>Is the surface water at borrow pit no.2 the only source of water for the entire project?</b>   | No, provisional sums have been included for the drilling of boreholes, as sufficient groundwater is available in the project area.  |
| m) | <b>Are there any hydrological test available?</b>   | Provisional sums have been allowed for construction water. Therefore, there is no need to be concerned about hydrological test.   |
| n) | <b>What truck capacity should the contractor tender with?</b>   | The truck capacity is defined as 25-tons.   |
| o) | <b>Why are there no SMEs assigned to the emerging contractors?</b>  | A deliberate effort was made to empower and develop Emerging Contractors by providing them with opportunities to gain the necessary experience and capacity required to qualify as Main Contractors in future projects. Therefore there are no SMEs assigned to them. |
| p) | <p><b>Newcomer SME Contractor</b></p> <p><b>“Have never previously participated, whether directly or indirectly, in any labour-based or labour-intensive road construction project implemented by the Roads Authority”</b></p> <p><b>And</b></p> <p><b>Qualification Information (SME )</b></p> <p><b>“The SME Contractor must insert in the spaces provided below, a list of work similar to this Contract which was completed by his firm during the past eight (8) years, and similar work at present under construction by his firm”</b></p> <p><b>Kindly clarify the discrepancy on the above?</b></p> | A Newcomer SME Contractor is defined in the Evaluation of Bids section (ITB 33) of the bidding document. Therefore, the requirements stipulated in ITB 33 take precedence.  |
| q) | <b>Are the establishment of camp sites allowed?</b>   | Yes   |
| r) | <b>Can the minimum evaluations criteria's not be revised?</b>   | No, the minimum evaluation criteria will not be revised and shall remain as specified in the bidding document.  |
| s) | <b>Has the demining activities been completed?</b>  | The demining activities will be completed before site handover.   |
| t) | <b>Is the time allocated enough to complete the project.</b>  | Yes, the time allocated for the project is considered sufficient to complete the works. Bidders are expected to plan and execute their activities efficiently within the contract period.   |
| u) | <b>Do SME's purchase bidding documents?</b>   | SME's do not purchase bidding documents, they will have to get the document issued by the Roads   |

|  |  |  |
|--|--|--|
|  |  | <p>Authority from the respective MAIN CONTRACTOR.</p> <p>Furthermore, they can download/view the document on the Government E-Procurement Website to ONLY familiarize themselves with the content in the bidding document. The Bidder should ensure he got Volume 2 and Volume 3 documents for all the Bidding documents</p> |
|--|--|--|