SPECIAL NOTES TO TENDERERS

BILL SECTION ONE
SECTION 1
SPECIAL NOTES TO CONTRACTOR

1. SCOPE OF CONTRACT
The works comprise the demolitions and additions, external works, reinforced concrete frame with brick infill, aluminium windows, aluminium and steel doors, concrete roof deck, concrete roof tiles, architectural steelworks, ceilings, carpentry, joinery, wall and floor finishes, plumbing, mechanical and electrical installations.

2. DRAWINGS
As per drawings list attached at the end of this section by Metropolitan Architects Consultants.

3. DESCRIPTION OF THE SITE
The site of the proposed works is located in Harare. Contractor to contact the Architect for the specific location of the site.

4. EXAMINATION OF THE SITE
The Contractor is required to visit the site (Date to be advised by Client) and examine the site prior to submitting his pricing document and acquaint himself with local conditions, access, the extent and nature of the operations, supply of and conditions affecting labour and the execution of the work in general.

5. CONFINEMENT OF BUILDING OPERATIONS
The Contractor shall not, in the execution of the Works enter upon or otherwise make use of any lands adjoining the site of the works without the consent of the Architect or without the consent of the owner of such adjoining lands having been previously obtained, but shall (except with such consent) confine his operations within the site of the Works. No trespassing beyond the limits as above described will be allowed.

6. BILLS OF QUANTITIES
These Bills of Quantities contain pages numbered as indexed with annexes by Metropolitan Architects Consultants Project Quantity Surveyor.

The Contractor is required to check the number of pages and should any be found to be missing or in duplicate or the figures and letters indistinct or contain obvious errors, doubtful or ambiguous descriptions, the contractor must inform the Architect / Quantity Surveyor at once and have the same rectified in writing. No liability whatsoever will be admitted in respect of errors in the document due to the foregoing.

Meaning of words
The following words appear often in the text of this bill of quantities or in specifications. They are sometimes highlighted in italics. The meaning of these words is important and are therefore explained:-

1-1-
According to manufacturer's instructions means the manufacturer's instruction at the time of tender.

Approval means approved by the architect in writing and limited to visual appearance of the work, material, or components.

Drawing(s) means forming part of the contract documents, and any modification thereof or additions thereto delivered by the architect/principal agent to the contractor during execution of the works.

Ditto means as previously above description.

Provisional sums means values which cannot be predetermined at the time of tender and can vary during execution of works.

Nill means items which do not necessarily have monetary value at the time of tender.

Particular Specification means a specification that is drawn up as a supplement to the General Specification to specify items for a particular contract not covered by the General Specification. The Particular Specification has preference over the General Specification.

Specified means as specified in a particular specification, on drawings, in the bill of quantities or in any other contract document.

MOD AASHTO refers to an international accepted test to determine the density of compacted material like filling, expressed as a percentage of the maximum compaction of the filling at various moisture content as determined in a laboratory.

Half brickwall means 4,5"nch or 115mm walls as shown on architectural drawings at time of tender.

One brickwall means 9"nch or 230mm wall as shown on architectural drawing at time of tender.

Dwarf brickwall means 345mm wall as shown on architectural drawing at time of tender.

H.C.E means High Compactive effort.

C/S means cement sand ratio as used in mixing aggregates.

C/W means cement water ratio as used in mixing aggregates.

7.

METHOD OF MEASUREMENT

These Bills Of Quantities have been measured in accordance with the general principles laid down in the System Of Measurement of Building Work in Zimbabwe (Third Edition, 1st May 1985) prepared and approved by the Zimbabwe Institute of Quantity Surveyors. Any deviation from the system is made to suit local conditions and practice. The contractor, by submitted the priced document shall be deemed to have read, understood and accepted this system of measurement for all quantity surveying work under this contract.
All quantities throughout the Bills of Quantities, unless expressly stated otherwise, are measured net as fixed in the building and the Contractor shall be deemed to have allowed for cutting and waste, labour and material in his rates.

These Bills of Quantities shall not be used for the ordering of materials. Rejection of materials ordered contrary to this provision shall be the Contractor’s sole liability.

Units of measurement, symbols
The units of measurement are metric units as standardised by the “Système International d’Unités”. The following unit symbols are used in this document:

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8. PRICING OF BILLS OF QUANTITIES

The individual rates in the Bill of Quantities are to be exclusive of Value Added tax (V.A.T). V.A.T should however be added in the space provided in the final summary page of this document. Prices and quotations obtained from suppliers / subcontractors for pricing purposes should however include V.A.T. If the contractor is in any doubt he should consult the Quantity Surveyor.

The Contractor must be a registered operator in terms of the Value Added Tax Act and must produce proof of registration.

All items in these Bills of Quantities shall be priced and extended in black ink. All pages are to be separately cast and the separate casts carried to the collection page provided at the end of each bill.

Should the Contractor not price any particular item, he is to write hyphens thus — in the money column opposite such items. Failure by the Contractor to price an item will in no way exonerate him from his responsibilities under that item.

No alterations shall be made by the Contractor in the text of the Bills of Quantities. If any alteration or addition is made by him, such an alteration or addition will not be recognised and the text of the Bills of Quantities will be rigidly adhered to.

No representation, explanation or statement which in any way alters the pricing document or contract documents made prior to the acceptance of the price or during the progress of the contract shall bind the Employer unless such explanation, statement or alteration be made and confirmed in writing by the Architect.

Bidders are reminded to full price the Preliminaries’ and Generals section 3 Bill No .1 .The 10% approximate value will not be allowed in this Bill of Quantity final summary.

9. FORM OF PRICING DOCUMENT AND CLOSING DATE

The price must be made out on the attached Form of Pricing Document, which shall be signed by or on behalf of the Contractor, addressed to: (AS INSTRUCTED IN THE BID DOCUMENT), in a sealed
envelope endorsed "THE PROPOSED DEMOLITION AND ALTERATION FOR AFRICAN DEVELOPMENT BANK 90 PENNENNS HOUSE" to reach the above offices no later than deadline for submission of the priced document, two weeks after opening of tender.

The Contractor, by submitting a price, shall be deemed to have satisfied himself as to the conditions and circumstances governing the pricing, and submission of a priced document shall presume complete acceptance of the conditions of pricing and the general conditions of building subcontract.

Failure to submit information called for in this document by the date of submission, or upon subsequent requests by the Architect, may lead to disqualification of price.

10. COMPLIANCE WITH STANDARDS
When so requested by the architect or the principal agent, provide evidence in the form of delivery slips, certificates or other written proof that material or components comply with the standards as laid down in the specification document SECTION TWO pages 2/1 to 2/49.

Products that are specified as mark bearing must bear the mark of the relevant standard body or manufacturer.

11. SUBMISSION OF TENDERS
The priced document must be returned to the offices of the AFRICAN DEVELOPMENT BANK, ZIMBABWE FIELD OFFICES, 5TH FLOOR JOINA CENTRE, HARARE (See item 9 above) by the deadline.

The Priced Bills of Quantities, incorporating the following pages, duly completed are to be submitted in a plain envelope:

Form of Pricing Document
Labour rates applicable to authorised day works
Plant and material rates applicable to authorised day works
Labour basic price list
Materials basic price list
Schedule of site personnel
Proposed Construction programme
Proposed schedule of subcontractors
Proposed Cash flow chart

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Schedule of exchange rates at the time of pricing

Tax clearance certificate

VAT registration certificate

 Merchants’ quotations

THE SUBMISSION OF INFORMATION AFTER THE DEADLINE SHALL BE UPON REQUEST.

11. PRICE VALIDITY

The price must hold well for a period of ninety (120) days from the date of opening, unless otherwise stated in the contract documents. Should the Contractor withdraw his price during the period for which it is to hold good or, when notified that the price has been accepted, he shall be liable to pay to the Employer any additional expense incurred by the Employer in engaging in negotiations with another contractor.

12. NEGOTIATION OF PRICE

The Contractor and members of the Client’s design team shall engage in negotiation of the price submitted by the contractor. Agreement shall be reached within one week, but not more than two weeks.

13. SUBMISSION OF PRICED BILLS OF QUANTITIES

The Priced Bills of Quantities are to be submitted with the pricing document.

The Quantity Surveyor or Clients Procurement department will check the Priced Bills of Quantities, rectify any discrepancies and, in conjunction with the Contractor adjust individual prices as necessary to maintain the price as submitted before the signing of the Contract.

14. REGISTRATION FOR VALUE ADDED TAX (V.A.T)

The Contractor must be registered operators in terms of the Value Added Tax Act and must produce proof of registration in the form of a V.A.T registration certificate accompanied by a Tax Clearance Certificate (ITF 263). The contractor is to ensure that a Tax Clearance Certificate accompanies all the subcontractors V.A.T registration certificates as well.

15. TIME FOR COMPLETION

The dates of commencement and completion of the Works shall be agreed on the signing of the Contract.

The Works should be completed within a period of (as stated in the bid document) Months.

16. INSPECTION OF CONTRACT DOCUMENTS
The Contract Drawings and Agreement and Schedule of Conditions of Building Contract are available for inspection at the Architect’s office during office hours on any working day until the time appointed for receipt of the price.

17. EARLY ORDERING OF MATERIALS

The contractor should be allowed to claim pre-purchase of ordered material on site verified by Project Manager and Quantity Surveyor. As the time for completion of this contract is of the utmost importance and also every endeavour is to be made to avoid cost escalation, the contractor will be required to immediately order all possible materials for the contract on the signing and acceptance of the Contract.

When materials are ordered and delivered to site or held in stock sole for this Contract, such materials will be inspected, checked and agreed for inclusion in certificates as materials on site. Responsibility for the storage and safe keeping of the materials shall remain with Contractor.

18. MATERIALS, ETC. TO BE FIXED IN STRICT ACCORDANCE WITH THE MANUFACTURER’S PRINTED INSTRUCTIONS

Where materials, fittings, finishings and the like have been specified in the Bills of Quantities, under a trade name, proprietary brand or catalogue reference, they shall be deemed to be fixed and used with strict accordance with manufacturer’s printed instructions and they shall be priced on the cost of such named products.

19. UNAVAILABILITY OF MATERIALS

Should the contractor be unable to obtain materials and firm quotations for items measured and specified in these Bills of Quantities, he shall report in writing to the Architect immediately. In the event of the contractor failing to comply with this clause, his price shall be deemed to be firm for the items as described and shall be deemed to be responsible for the supplying and fixing at the same rates priced in these Bills of Quantities.

20. DRAWINGS

The schedule of drawings used to prepare these Bills of Quantities is listed below:-

ARCHITECTURAL DRAWINGS

See attached drawing prepared by Metropolitan Architects.

21. ENQUIRIES

Enquires raised by the contractor shall be addressed to the Architects:

METROPOLITAN ARCHITECTS
26 KAY GARDENS
AVONDALE
HARARE
TEL:04-252563
E-mail- dnwaks@gmail.com

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