



REFERENCE:
Model Form - Appendix B
PROCSA - Annexure C
List of recommended rates
and expenses for:
JUNE 2024

Acceptable reproduced documentary proof is required for all claims such as suppliers invoices, cash slips, vehicle log sheets, vehicle purchase costs when new, engine capacity, time sheets including breakdown and determination, dates, etc

All rates adjusted in accordance with Namibia Consumer Price Indices and averaged cost of service providers

No	Description	Unit	Rate
1	TRAVEL & SUBSISTENCE		
1.1	Air travel		
	- chartered flights		cost + 10%
	- scheduled flights (economy class)		cost + 10%
	- insurance for life, baggage, loss of ticket etc		nil
1.2	Car travel		
1.2.1	Commercial vehicle		
	Cars may be hired only with prior client consent		
	- motor vehicle of not more than 1600 cc		cost + 10%
	- multi-passenger vehicle not more than 2500 cc		cost + 10%
	- four-wheel drive of not more than 3000 cc		cost + 10%
1.2.2	Private vehicle		
	Kilometre rates are to calculated using the AA vehicle		
	- appointments where vehicles are used exclusively for the project (eg for full time site supervision): km rate to be based on actual month travel factored by 12 provided that the rate does not exceed the rate for the vehicle based on 20 000 km per annum		AA rates
	- appointments where vehicles are not used exclusively: no rate is claimable if the site is within 25 km of the consultant's office, otherwise km rate to be for 20 000 km per year		AA rates
1.3	Travel time		
	- for Time/Cost appointments for one way trips greater than 25 km or return trips greater than 50 km: all hours	hour	hour rate
	- for percentage appointments: all hours	hour	hour rate
	- for individuals whose salaries are already fully paid by client: not claimable		

No	Description	Unit	Rate						
1.4	Parking costs								
	Parking areas and garages excluding street meters		cost + 10%						
1.5	Subsistence								
1.5.1	Commercial accommodation								
	- part of day: reasonable expenses for meals excluding alcoholic beverages		cost + 10%						
	- overnight: reasonable expenses for meals accommodation not exceeding 3 star rating but excluding alcoholic beverages and laundry		cost + 10%						
1.5.2	Camping/ non-commercial accommodation								
	- All staff (including professional, technical and non-technical)								
	- accommodation only (without meals)	day	N\$ 800.00						
	- subsistence (all meals)	day	N\$ 600.00						
	- subsistence (meals excluding breakfast)	day	N\$ 460.00						
1.5.3	Meals								
	- All staff (including professional, technical and non-technical)	Breakfast	N\$ 150.00						
		Lunch	N\$ 190.00						
		Dinner	N\$ 270.00						
2	TYPING								
2.1	Percentage based appointments		no charge						
2.2	Time cost appointments								
	- Tender documents, contract documents, specifications, bills of quantity, reports and the like where the typist's time is not claimed separately	A4 page	N\$ 65.00						
	- All other typing		no charge						
3	PHOTOCOPYING, PLOTTING, PRINTING AND REDUCING								
3.1	When outsourced		cost + 10%						
3.2	Photocopying and Online Copies								
	For reports, contract documents, pre-selection, pre-qualified								
			A0	A1	A2	A3	A4		
	- plain paper black and white per side		70.00	37.00	22.00	3.40	1.75		
	- plain paper black and white double sided		-	-	-	4.50	2.30		
	- plain paper colour (full or part) per page		340.00	203.00	166.00	32.00	18.50		
	- plain paper colour (full or part) double sided		-	-	-	53.50	32.00		
	- durester and TS film black and white per side		335.00	180.00	105.00	68.00	48.00		

No	Description	Unit	Rate					
3.3	Plotting and printing							
3.3.1	Plain paper		A0	A1	A2	A3	A4	
	- black & white	each	185.00	94.00	67.00	39.00	19.00	
	- colour	each	345.00	230.00	168.00	108.00	72.00	
3.3.2	Other media		A0	A1	A2	A3	A4	
	- durester (black and white) all plots	each	280.00	190.00	168.00	72.00	41.00	
	- gloss: all plots	each	630.00	445.00	310.00	148.00	68.00	
	- film: black and white	each	345.00	233.00	190.00	124.00	60.00	
	- film: colour	each	490.00	410.00	380.00	180.00	105.00	
3.4	Reducing							
	Bond 80 black & white	each	80.00	40.00	21.00	5.00	2.00	
	50% Cover black & white	each	110.00	60.00	45.00	-	-	
4	COVERS AND BINDING							
4.1	Outsourced in all cases		cost + 10%					
4.1	Printed covers							
	For reports, contract documents, pre-selection, pre-qualification, tender analysis, progress reports, financial							
	Per set of front and back	set	A0	A1	A2	A3	A4	
			450.00	225.00	175.00	105.00	83.00	
4.2	Stapling of documents							
	Inclusive of collating	Thickness	-	30mm	20mm	10mm	5mm	
			-	39.50	31.00	24.00	18.00	
4.3	BINDING							
	Plastic spiral binding (Including plastic cover front and back)	Thickness		30mm	20mm	10mm	5mm	
				103.50	74.00	57.00	38.00	
	A4, A3 and A2 Tender documents (Plastic front and back covers included)				168.00			
	Punch file (Hard cover with screws)				148.00			
5	LAMINATING							
5.1	In house							
	Where value not given to be agreed with client		A0	A1	A2	A3	A4	
	- 150 Micron gloss		270.00	100.00	50.00	24.00	14.00	
	- 250 Micron gloss		-	-	-	41.00	22.00	
	- 250 Micron matt		385.00	280.00	155.00	78.00	28.00	
	- Dura film lamination		210.00	100.00	69.00	40.00	14.00	
	- 250 Micron matt D		200.00	135.00	90.00	-	-	
	- 150 Micron matt D		135.00	80.00	48.00	-	-	
5.2	Outsourced							
	- All sizes		cost + 10%					

No	Description	Unit	Rate						
6	ARTWORK Where requested by client - in-house - outsourced	hour	hour rate cost + 10%						
7	DRAWING FILES IN ELECTRONIC MEDIA								
7.1	Original format - when delivery necessitated by client	each	e-mail	stiffie	CD	DVD			
			-	-	150.00	170.00			
7.2	Conversions (dxf, pdf etc) - when delivery necessitated by client	each	e-mail	stiffie	CD	DVD			
			90.00	-	190.00	250.00			
7.3	Scanning (up to 50 pgs) - Scanning - Save to CD	per pg per CD	A0	A1	A2	A3	A4		
			70.00	60.00	49.00	8.00	3.50		
					150.00				
8	PHOTOGRAPHY - Normal (development and printing) - Digital (printing only)							cost + 10%	
								cost + 10%	
9	Miscellaneous								
9.1	Services outsourced upon prior approval with Client (Laboratory tests, surveys, etc)							cost + 10%	

NB: The consulting engineering firms incur certain costs on behalf of and for clients, which is claimable upon submission of monthly progress claims. The 10% surcharge to the cost + items is to compensate the consulting engineering firm for administrative, bank and other costs in carrying the expenditure until payment for such costs is received.