

## **DISBURSEMENT SCHEDULE:**

**Model Form - Appendix B**

**PROCSA - Annexure C**

**List of recommended rates and expenses:**

**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
<b>1</b>	<b>TRAVEL &amp; SUBSISTENCE</b>		
1.1	<b>Air travel</b>		
	- chartered flights		cost + 10%
	- scheduled flights (economy class)		cost + 10%
	- insurance for life, baggage, loss of ticket etc		nil
1.2	<b>Car travel</b>		
1.2.1	<b>Commercial vehicle</b>		
	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	<b>Private vehicle</b>		
	Kilometre rates are to calculated using the AA		
	- 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	<b>Travel time</b>		
	- 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		
1.4	<b>Parking costs</b>		
	Parking areas and garages excluding street meters		cost + 10%

No	Description	Unit	Rate							
1.5	<b>Subsistence</b>									
1.5.1	<b>Commercial accommodation</b>									
	- 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	<b>Camping/ non-commercial accommodation</b>									
	- 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	<b>Meals</b>									
	- All staff (including professional, technical and non-technical)	Breakfast								N\$ 150.00
		Lunch								N\$ 190.00
		Dinner								N\$ 270.00
<b>2</b>	<b>TYPING</b>									
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
<b>3</b>	<b>PHOTOCOPYING, PLOTTING, PRINTING AND REDUCING</b>									
3.1	<b>When outsourced</b>									cost + 10%
3.2	<b>Photocopying and Online Copies</b>									
	All related correspondence									
	- plain paper black and white per side		<b>A0</b>	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>			
	- plain paper black and white double sided		70.00	37.00	22.00	3.40	1.75			
	- plain paper colour (full or part) per page		-	-	-	4.50	2.30			
	- plain paper colour (full or part) double sided		340.00	203.00	166.00	32.00	18.50			
	- durester and TS film black and white per side		-	-	-	53.50	32.00			
			335.00	180.00	105.00	68.00	48.00			
3.3	<b>Plotting and printing</b>									
3.3.1	<b>Plain paper</b>									
	- black & white	each	<b>A0</b>	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>			
	- colour	each	185.00	94.00	67.00	39.00	19.00			
			345.00	230.00	168.00	108.00	72.00			

No	Description	Unit	Rate						
			A0	A1	A2	A3	A4		
3.3.2	<b>Other media</b>								
	- duster (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	<b>Reducing</b>								
	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	-	-		
<b>4</b>	<b>COVERS AND BINDING</b>								
4.1	<b>Outsourced in all cases</b>		cost + 10%						
4.1	<b>Printed covers</b>								
	All related correspondence								
	Per set of front and back	set	A0 450.00	A1 225.00	A2 175.00	A3 105.00	A4 83.00		
4.2	<b>Stapling of documents</b>								
		Thickness	-	<b>30mm</b>	<b>20mm</b>	<b>10mm</b>	<b>5mm</b>		
	Inclusive of collating		-	39.50	31.00	24.00	18.00		
4.3	<b>BINDING</b>								
		Thickness		<b>30mm</b>	<b>20mm</b>	<b>10mm</b>	<b>5mm</b>		
	Plastic spiral binding (Including plastic cover front and back)			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				
<b>5</b>	<b>LAMINATING</b>								
5.1	<b>In house</b>								
	Where value not given to be agreed with client		<b>A0</b>	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>		
	- 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	<b>Outsourced</b>								
	- All sizes		cost + 10%						
<b>6</b>	<b>ARTWORK</b>								
	Where requested by client								
	- in-house	hour	hour rate						
	- outsourced		cost + 10%						

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