

DISBURSEMENT SCHEDULE:

Model Form - Appendix B

PROCSA - Annexure C

List of recommended rates and expenses:

June 2025

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		
	- 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		
1.4	Parking costs		
	Parking areas and garages excluding street meters		cost + 10%

No	Description	Unit	Rate				
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\$ 880.00		
	- subsistence (all meals)	day			N\$ 680.00		
	- subsistence (meals excluding breakfast)	day			N\$ 510.00		
1.5.3	Meals						
	- All staff (including professional, technical and non-technical)	Breakfast			N\$ 170.00		
		Lunch			N\$ 210.00		
		Dinner			N\$ 300.00		
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\$ 68.00		
	- All other typing				no charge		
3	PHOTOCOPYING, PLOTTING, PRINTING AND REDUCING						
3.1	When outsourced				cost + 10%		
3.2	Photocopying and Online Copies						
	All related correspondence						
			A0	A1	A2	A3	A4
	- plain paper black and white per side		74.00	39.00	23.50	3.55	1.85
	- plain paper black and white double sided		-	-	-	4.75	2.45
	- plain paper colour (full or part) per page		355.00	214.00	175.00	34.00	19.50
	- plain paper colour (full or part) double sided		-	-	-	56.00	33.50
	- durerter and TS film black and white per side		342.00	190.00	111.00	72.00	50.50
3.3	Plotting and printing						
3.3.1	Plain paper						
			A0	A1	A2	A3	A4
	- black & white	each	192.00	99.00	71.00	41.00	20.00
	- colour	each	362.00	241.00	174.00	113.50	75.50

No	Description	Unit	Rate				
3.3.2	Other media						
			A0	A1	A2	A3	A4
	- durerter (black and white) all plots	each	295.00	200.00	175.00	75.50	43.50
	- gloss: all plots	each	666.00	467.00	326.00	156.00	71.50
	- film: black and white	each	362.00	245.00	200.00	132.00	63.50
	- film: colour	each	510.50	432.00	400.00	189.50	110.50
3.4	Reducing						
	Bond 80 black & white	each	84.00	42.00	22.50	5.40	2.20
	50% Cover black & white	each	116.00	63.50	47.50	-	-
4	COVERS AND BINDING						
4.1	Outsourced in all cases		cost + 10%				
4.1	Printed covers						
	All related correspondence						
	Per set of front and back	set	A0	A1	A2	A3	A4
			473.50	236.50	183.50	111.00	87.00
4.2	Stapling of documents						
		Thickness	-	30mm	20mm	10mm	5mm
	Inclusive of collating		-	42.00	33.00	25.50	19.00
4.3	BINDING						
		Thickness		30mm	20mm	10mm	5mm
	Plastic spiral binding (Including plastic cover front and back)			109.00	78.00	60.00	40.00
	A4, A3 and A2 Tender documents (Plastic front and back covers included)		176.00				
	Punch file (Hard cover with screws)		155.00				
5	LAMINATING						
5.1	In house						
	Where value not given to be agreed with client		A0	A1	A2	A3	A4
	- 150 Micron gloss		285.00	105.00	53.00	25.50	18.00
	- 250 Micron gloss		-	-	-	43.50	23.50
	- 250 Micron matt		402.00	295.00	163.00	81.50	29.50
	- Dura film lamination		221.00	105.00	73.50	42.50	14.80
	- 250 Micron matt D		210.00	142.00	95.00	-	-
	- 150 Micron matt D		142.00	84.50	50.50	-	-
5.2	Outsourced						
	- All sizes		cost + 10%				
6	ARTWORK						
	Where requested by client						
	- in-house	hour	hour rate				
	- outsourced		cost + 10%				

No	Description	Unit	Rate				
7	DRAWING FILES IN ELECTRONIC MEDIA						
7.1	Original format						
	- when delivery necessitated by client	each	e-mail	stiffie	CD	DVD	
			-	-	158.00	178.00	
7.2	Conversions (dxf, pdf etc)						
	- when delivery necessitated by client	each	e-mail	stiffie	CD	DVD	
			95.00	-	200.00	263.00	
7.3	Scanning (up to 50 pgs)						
			A0	A1	A2	A3	A4
	- Scanning	per pg	74.00	63.00	52.00	8.50	3.80
	- Save to CD	per CD			158.00		
8	PHOTOGRAPHY						
	- Normal (development and printing)				cost + 10%		
	- Digital (printing only)				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.							