

## **REFERENCE:**

## Model Form - Appendix B PROCSA - Annexure C

## List of recommended rates and expenses for:

JUNE 2022
ppliers invoices, cash slips, vehi

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

Description	Unit	Rate
TRAVEL & SUBSISTENCE		
Air travel		
<ul><li>chartered flights</li><li>scheduled flights (economy class)</li><li>insurance for life, baggage, loss of ticket etc</li></ul>		cost + 10% cost + 10% nil
Car travel		
Commercial vehicle		
Cars may be hired only with prior client consent		
<ul> <li>motor vehicle of not more than 1600 cc</li> <li>multi-passenger vehicle not more than 2500 cc</li> <li>four-wheel drive of not more than 3000 cc</li> </ul>		cost + 10% cost + 10% cost + 10%
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
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		
	TRAVEL & SUBSISTENCE  Air travel  - chartered flights - scheduled flights (economy class) - insurance for life, baggage, loss of ticket etc  Car travel  Commercial vehicle  Cars may be hired only with prior client consent - motor vehicle of not more than 1600 cc - multi-passenger vehicle not more than 2500 cc - four-wheel drive of not more than 3000 cc  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  - 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  Travel time - for Time/Cost appointments for one way trips greater than 25 km or return trips greater than 50 km: all hours - for percentage appointments: all hours - for individuals whose salaries are already fully paid by	TRAVEL & SUBSISTENCE  Air travel  - chartered flights - scheduled flights (economy class) - insurance for life, baggage, loss of ticket etc  Car travel  Commercial vehicle  Cars may be hired only with prior client consent - motor vehicle of not more than 1600 cc - multi-passenger vehicle not more than 2500 cc - four-wheel drive of not more than 3000 cc  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  - 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  Travel time - for Time/Cost appointments for one way trips greater than 25 km or return trips greater than 50 km: all hours - for percentage appointments: all hours - for individuals whose salaries are already fully paid by

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\$ 790.00					
	- subsistence (all meals)	day	N\$ 550.00 N\$ 415.00					
1.5.3	- subsistence (meals excluding breakfast)	day	110 413.00					
1.5.3	Meals		NA 425 00					
	All staff (including professional, technical and non-technical	Breakfast Lunch Dinner	N\$ 135.00 N\$ 170.00 N\$ 245.00					
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\$ 60.00					
	- 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-qualific							
	<ul> <li>plain paper black and white per side</li> <li>plain paper black and white double sided</li> <li>plain paper colour (full or part) per page</li> <li>plain paper colour (full or part) double sided</li> <li>durester and TS film black and white per side</li> </ul>		A0         A1         A2         A3         A4           63.00         33.00         17.50         3.00         1.50           -         -         -         4.00         2.10           300.00         185.00         150.00         26.50         16.50           -         -         -         48.00         28.50           305.00         162.00         95.00         60.00         43.00					

No	Description	Unit			Rate				
3.3	Plotting and printing								
3.3.1	Plain paper								
	- black & white - colour	each each	<b>A0</b> 165.00 300.00	<b>A1</b> 85.00 200.00	<b>A2</b> 60.00 150.00	<b>A3</b> 35.00 98.00	<b>A4</b> 16.50 65.00		
3.3.2	Other media								
	<ul> <li>durester (black and white) all plots</li> <li>gloss: all plots</li> <li>film: black and white</li> <li>film: colour</li> </ul>	each each each each	<b>A0</b> 255.00 580.00 310.00 450.00	<b>A1</b> 175.00 400.00 210.00 380.00	<b>A2</b> 150.00 280.00 170.00 340.00	<b>A3</b> 65.00 130.00 110.00 165.00	<b>A4</b> 37.00 60.00 55.00 95.00		
3.4	Reducing Bond 80 black & white 50% Cover black & white	each each	70.00 96.00	37.00 48.00	21.00 40.00	2.70	1.65		
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				4.0	4.0			
	Per set of front and back	set	<b>A0</b> 400.00	<b>A1</b> 200.00	<b>A2</b> 155.00	<b>A3</b> 96.00	<b>A4</b> 75.00		
4.2	Stapling of documents								
	Inclusive of collating	Thickness	-	<b>30mm</b> 35.00	<b>20mm</b> 28.00	<b>10mm</b> 21.00	<b>5mm</b> 16.00		
4.3	BINDING								
	Plastic spiral binding (Including plastic cover front and back)	Thickness		<b>30mm</b> 94.00	<b>20mm</b> 66.00	<b>10mm</b> 50.00	5mm 33.00		
	A4, A3 and A2 Tender documents (Plastic front and back covers included)				150.00				
	Punch file (Hard cover with screws)				133.00				
5	LAMINATING								
5.1	In house Where value not given to be agreed with client  - 150 Micron gloss  - 250 Micron gloss  - 250 Micron matt  - Dura film laminiation  - 250 Micron matt D  - 150 Micron matt D		<b>A0</b> 245.00 - 350.00 190.00 180.00 120.00	A1 90.00 - 250.00 90.00 120.00 70.00	<b>A2</b> 45.00 - 140.00 60.00 80.00 40.00	<b>A3</b> 21.00 37.00 70.00 35.00	A4 12.00 19.50 25.00 12.00		
5.2	Outsourced								
	- All sizes		cost + 10%						

No	Description	Unit	Rate						
6 7	ARTWORK  Where requested by client  - in-house - outsoursed  DRAWING FILES IN ELECTRONIC MEDIA	hour	hour rate cost + 10%						
7.1	Original format  - when delivery necessitated by client	each		e-mail -	stiffie -	<b>CD</b> 135.00	<b>DVD</b> 155.00		
7.2	Conversions (dxf, pdf etc)  - when delivery necessitated by client	each		<b>e-mail</b> 80.00	stiffie -	<b>CD</b> 170.00	<b>DVD</b> 220.00		
7.3	Scanning (up to 50 pgs)  - Scanning - Save to CD	per pg per CD	<b>A0</b> 65.00	<b>A1</b> 54.00	<b>A2</b> 44.00 135.00	<b>A3</b> 6.50	<b>A4</b> 3.00		
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)			C	cost + 10°	/ <sub>0</sub>			

NB: The consulting engineering firms incure 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 untill payment for such costs is received.