

DISBURSEMENT SCHEDULE 2024/2025

All fees herewith are 15% VAT excluded

REF TO CLAUSE IN GOVERNMENT GAZETTE	ITEM NO.	DESCRIPTION						
CL15.2A Defn DISB (QS pg 19)	1	<u>PRINTING & PLOTTING</u>						
	1.1	BLACK & WHITE	A4	A3	A2	A1	A0	
	1.1.1	80gsm Plain paper (single sided)	N\$ 6,50	9,80	22,58	35,43	52,17	
	1.1.2	80gsm Plain paper (double sided)	N\$ 13,00	19,60	0,00	0,00	0,00	
	1.1.3	TS film	N\$ 16,74	25,65	43,91	66,38	126,78	
	1.1.4	Durester	N\$ 18,08	31,67	45,07	72,17	140,00	
	1.1.5	80gsm Colour paper (single sided)	N\$ 11,00	13,12	0,00	0,00	0,00	
	1.1.6	Third party invoice	N\$ COST					
	1.2	COLOUR	A4	A3	A2	A1	A0	
	1.2.1	80gsm Plain paper (single sided)	N\$ 20,74	29,38	50,14	74,06	118,99	
	1.2.2	80gsm Plain paper (double sided)	N\$ 29,81	48,11	0,00	0,00	0,00	
	1.2.3	Film Inkjet	N\$ 0,00	0,00	146,09	169,57	216,96	
	1.2.4	165gsm-180gsm Matt coated paper (normal)	N\$ 6,60	10,35	63,19	112,46	224,06	
	1.2.5	Third party invoice	N\$ COST					
	CL15.2A (Arch) Defn DISB (QS pg 19)	2	<u>COPYING, REDUCING & ENLARGEMENTS</u>					
		2.1	BLACK & WHITE	A4	A3	A2	A1	A0
2.1.1		80gsm Plain paper (single sided)	N\$ 0,93	1,66	21,30	34,78	52,17	
2.1.2		80gsm Plain paper (double sided)	N\$ 1,43	2,34	0,00	0,00	0,00	
2.1.3		TS film	N\$ 16,74	23,48	37,57	60,43	120,65	
2.1.4		Durester	N\$ 17,17	27,00	39,35	64,78	129,57	
2.1.5		80gsm Colour paper (single sided)	N\$ 5,43	4,98	0,00	0,00	0,00	
2.1.6		Third party invoice	N\$ COST					
2.2		COLOUR	A4	A3	A2	A1	A0	
2.2.1		80gsm Plain paper (single sided)	N\$ 4,97	7,91	59,13	78,70	130,87	
2.2.2		80gsm Plain paper (double sided)	N\$ 8,68	14,07	0,00	0,00	0,00	
2.2.3		Film Inkjet	N\$ 0,00	0,00	146,09	169,57	216,96	
2.2.4		165gsm Matt coated paper (normal)	N\$ 5,70	5,70	48,26	67,83	96,09	
2.2.5		Photo Gloss	N\$ 26,09	52,17	146,96	208,70	336,52	
2.2.6		Third party invoice	N\$ COST					
Defn DISB (QS pg 19)		3	<u>LAMINATING</u>	A4	A3	A2	A1	A0
	3.1	Lamination	N\$ 6,53	10,98	33,67	98,37	144,35	
	3.2	Clear plastic covers (documents)	N\$ 3,91	4,78	0,00	0,00	0,00	
	4	<u>BINDING</u>	5/6mm	10/11mm	14/15mm	20mm	30mm	
	4.1	Pin-binding (bid documents)	N\$ 16,00	16,00	30,00	30,00	0,00	
	4.2	Spiral binding (contract documents)	N\$ 9,56	10,43	12,65	12,65	17,47	
	4.3	Third party invoice	N\$ COST					
	5	<u>SCANNING</u>	A4	A3	A2	A1	A0	
	5.1	Scanning black&white	N\$ 3,81	7,66	12,83	12,83	13,92	
	5.2	Scanning colour	N\$ 6,58	10,40	14,54	14,54	14,54	
5.3	Third party invoice	N\$ COST						
CL14.4 (Arch)	6	<u>MODEL BUILDING, 3D DWGS, PHOTOGRAPHS, MAPS, ETC</u>						
	6.1	Prior approval from client required & quotation based on current approved hourly tariff	N\$ APPROVAL BASED ON QUOTATION					
	7	<u>STORAGE DEVICES</u>						
	7.1	Third party invoice for DC, memory stick, USB devices WITH PRIOR APPROVAL FROM CLIENT (data storage for as-built drawings, final accounts; tender documents, 3D drawings, etc) <i>Note: Time for storing data not billable</i>	N\$ 150,00 max cost per unit					
CL15.2D (Arch) Defn DISB (QS pg 19)	8	<u>DIVERSE SUPPLEMENTARY SERVICES</u>						
8.1	Prior approval from client required & quotation based on current approved hourly tariff	APPROVAL BASED ON QUOTATION						

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CL15.2C (Arch) CL 3.2&3.3 (QS)	9	TRAVELLING	<i>Note: distance based on overall shortest and economical route as per Google Maps or other approved route calculator App</i>
	9.1	AIR TRAVEL	
	9.1.1	Scheduled flights (Economy class)	COST
	9.1.2	Chartered flights (Pressurized, 2 pilots)	COST
		<i>Submission of substantiating documents required:</i>	
		<i>a) E-ticket</i>	
		<i>b) Boarding pass</i>	
		<i>c) Minutes and attendance register of minutes of meeting</i>	
	9.2	CAR TRAVEL	
		<i>Note: refer to NOTES: item 12.4 and item 12.5 when billing</i>	
	9.2.1	Rental (only with prior approval)	COST
	9.2.2	Private/Company vehicle (2x4)	N\$4.80/km
	9.2.3	Private/Company vehicle (4x4)	N\$6.50/km
	9.2.4	Car wash and refuelling additional to 9.2.2+9.2.3	COST
CL14.2 (Arch) CL 3.2&3.3 (QS) CL 3.2&3.3 (QS ONLY)	9.3	TRAVEL TIME PER VEHICLE	
		<i>Note: travel time shall exclude 1hour for lunch and time spent on site</i>	
	9.3.1	For work on fee scale - for projects exceeding 25km from official office	
	9.3.1.1	For Principals	CURRENT APPROVED HOURLY TARIFF
	9.3.1.2	For staff	AS PER FEE SCALE
	9.3.2	For work on hourly tariff - distance from official office	
	9.3.2.1	For Principals	CURRENT APPROVED HOURLY TARIFF
	9.3.2.2	For staff	AS PER FEE SCALE
	9.4	TRAVEL TIME PER FLIGHT	
	9.4.1	Chartered flights (Pressurized, 2 pilots)	FLYING TIME ONLY
	9.4.2	Scheduled flights (Domestic and international)	FROM CHECK-IN TIME + FLIGHT TIME <i>for international check-in time 4 hours (return flight)</i> <i>for domestic chek-in-time 2 hour (return flight)</i>
	9.5	PARKING FEES	
	9.5.1	Third party invoice	COST
CL15.2C (Arch) CL 3.1 (QS)	10	SUBSISTENCE & ACCOMMODATION	
	10.1	SUBSISTANCE	
	10.1.1	24 hour overnight from 07h00 -07h00	N\$350/day including lunch and dinner
	10.1.2	Working day from 08h00 - 17h00	N\$200/day including lunch
	10.2	ACCOMMODATION	
	10.2.1	3 Star establishment or	BASED ON AVERAGE PER REGION <i>list of accommodation attached herewith</i>
	11	POSTAGE AND COURIER	
	11.1	COURIER AND AIR FREIGHT	COST
	11.2	POSTAL SERVICES including stamp duties, etc	COST
CL14 (1) & Annex 2 (Arch) CL 13a+13b (QS)	12	ADDITIONAL NOTE:	
	12.1	Tax invoices submitted by consultants must include:	
	12.1 a)	The consultants registered firms name	
	12.1 b)	Signed delivery issue slips	
	12.1 c)	Time sheets	
	12.1 d)	Breakdown of remuneration with dates and time for salaried employees	
	12.2	All disbursement claims shall be charged as a separate invoice and NOT included as part of the professional fee account	
	12.3	All disbursement invoices shall bear ALL project details as per minutes of site meeting	
	12.4	Where 2 or more consultants from the same registered consultant's firm travel in the same vehicle - mileage and travel expenses can only be claimed for one individual of that firm.	
	12.5	Where 2 or more consultants from different registered consultant's firm travel in the same vehicle - only items 9.2 and 9.5 as indicated above, shall be claimed by the driver of the vehicle	
	12.6	All disbursements claimed shall be in accordance with the VAT Act 10 of 2000	

LIST OF ACCOMMODATION

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Name of Region	Name of Hotel/Guest House	Star Rating	Cost of Single Room per	Contacts Number	Address	Average Cost/REGION
Khomas	Omatozu Game Farm	3	NAD 1 250,00	081 643 7100	B1, Okahandja	NAD 1 060,00
	Hillside windhoek - Self Catering		NAD 1 050,00	061 248 300	Nelson Mandela Av 93	
	Windhoek Gardens Boutique Hotel		NAD 880,00	061 255544	Klein Windhoek	
Hardap	Kalahari Anib Lodge	3	NAD 1 680,00	063 240 529	01 Mariental, Namibia	NAD 1 101,67
	Bastion Farmyard		NAD 675,00	081 2745574	B1 Road Farm 48, Mariental	
	Burgsdorf Guest Farm		NAD 950,00	081 1286772	Farm Burgsdorf no. 188, 9000 Maltahöhe, Namibia	
Oshana	Ekamuti Town Lodge Ondangwa	3	NAD 400,00	065 246 357	Kristof Ndengu Street, Ondangwa	NAD 856,67
	Etuna Guesthouse		NAD 1 000,00	065 231177	Leopard Street, P.O 90022, Ongwediva 5544	
	Protea Hotel by Marriot Ondanagwa		NAD 1 170,00	065 241 900	Main Street, Ondangwa 9000 Namibia	
Oshikoto	Oshikoto Maroela Restcamp	3	NAD 560,00	067 227 799	Tsumeb	NAD 1 341,67
	Toshari Lodge		NAD 1 205,00	064 405045	Between Outjo & Okaukuejo, 25km from Etosha National Park	
	Onguma Nature Reserve		NAD 2 260,00	061 237 055	Eastern Border of Etosha, Namibia	
Omusati	Ruacana Eha Lodge	3	NAD 680,00	065 270 031	P.O. Box 62 Springbok Avenue Ruacana	NAD 810,33
	Kunene River Lodge		NAD 1 300,00	061 228 104	D3701, Ruacana, 9000 Ehomba, Namibia	
	Oshikuku Town Lodge	n/a	NAD 451,00	081 7276168	OSHIKUKU - OKALONGO MAIN ROAD OSHIKUKU,OMAGALANGA	
Ohangwena	Ongula Village Homestead Lodge	3	NAD 1 330,00	065 264 555	Ongula Ya-Netanga Village, Ondangwa	NAD 593,33
	Sun Square Hotel	2	NAD 450,00	065 265472	18 Main Road, Oshikango	
Otjozondjupa	Waterberg Wilderness Lodge	3	NAD 1 650,00	067 687 018	D 2512, Waterberg, North Namibia, Namibia, P.O. Box 767, Otjiwarongo	NAD 1 286,67
	Omatozu Game Farm		NAD 1 250,00	081 6437100	B1 Okahandja	
	Ohange Namibia Lodge		NAD 960,00	061 224712	B1 Between Otavi and Tsumeb	
Omaheke	Okambara Elephant Lodge	3	NAD 1 312,00	062 560264	Eastern Windhoek	NAD 1 049,00
	West Nest Lodge		NAD 1 095,00	062 570343	Farm Klein Begin	
	Goba Lodge	n/a	NAD 740,00	062 564499	Elim Street, Gobabis, Namibia	
Erongo	Evening Shade Self-Catering Accommodation	3	NAD 730,00	081 124 6184	116 Wilhelm Zeraua Road, Omaruru	NAD 1 117,00
	Brandberge Restcamp Lodge		NAD 755,00	064 504038	Uis	
	Etusis Lodge		NAD 1 600,00	064 550826	Etusis Nature Reserve C32, Karibib	
	The Delight Gondwana		NAD 1 350,00	061 427200	Centre of Swakopmund	
	The Atlantic Villa		NAD 1 150,00	064-463511	Oceanview, Swakopmund	
Karas	Grünau Country House Hotel Pension & Rest Camp	2	NAD 500,00	063 262 001	10 Old Main Road, Granau, Namibia	NAD 785,00
	Goibib Mountain Lodge	3	NAD 895,00	061 224712	Main Road, 9000, Grunau	
	Quiver Inn Guesthouse		NAD 960,00	081 8553835	Pastorie, Keetmanshoop	
Kavango East	Niilo's Guesthouse	3	NAD 500,00	081 745 9102	2420 Tutungeni, Rundu, Kavango East Region, 1000, Namibia	NAD 1 046,67
	Ndhovu Safari Lodge		NAD 1 690,00	061 224712	Divundu, Kavango	
	Mahangu Safari Lodge		NAD 950,00	066 259037	Divundu/Bangani, Caprivi, Namibia	
Kavango West	Kavango River Lodge	3	NAD 801,50	066 255 244	1A Fish Eagle Street, Rundu, Namibia, Rundu	NAD 1 033,83
	Taranga Safari Lodge		NAD 1 100,00	066 257236	Rundu	
	Popa Falls Resort - NWR		NAD 1 200,00	066 259023	Popa falls, Divundu	
Zambezi	Caprivi Houseboat Safari Lodge	3	NAD 925,00	066 252 287	Hippo Road No. 2, Katima Mulilo	NAD 1 312,33
	Collection Namibia		NAD 2 162,00	061 427200	South of Kongola, Road C49, Kongola	
	Namwi Island Lodge		NAD 850,00	066 252243	Ngoma Road , Katima Mulilo	
Kunene	Oppi-Koppi Rest Camp	3	NAD 610,00	067 330 040	Kamanjab	NAD 880,00
	Melissa's Guesthouse		NAD 630,00	067 330 055	30 Gembok, St, Kamanjab	
	Vingerklip Lodge		NAD 1 400,00	067 290319	Khorixas Damaraland	