



INSTITUTE OF NAMIBIAN QUANTITY SURVEYORS



3 August 2023

Auasblick Extension 1
Windhoek
Namibia

To Whom It May Concern

Dear Stakeholders,

STAKEHOLDER ADVICE FOR NEW RESIDENTIAL BUILDING IN AUASBLICK EXTENSION 1

A. Introduction of Institute of Namibian Quantity Surveyors & Namibian Council of Architects and Quantity Surveyors

This letter serves to inform all stakeholders in the in the newly serviced residential area of Auasblick Extension 1.

The purpose of this document is to assist & guide erf purchasers in identifying registered quantity surveyors to ensure compliance with the building requirements of City of Windhoek (COW) & to promote good practice in line with the objective of the Institute of Namibian Quantity Surveyors (INQS).

The Namibian Council of Architects and Quantity Surveyors (NCAQS) is mandated to protect the public from persons performing duties reserved for Architects and Quantity Surveyors, The Council (NCAQS) is a statutory(legal) body that has been given the authority by law (government gazette) to establish and to control.

B. What is a Quantity Surveyor?

The basic definition of a quantity surveyor is a professional within the construction industry, concerned with costs, procurement, and contracts.

Herewith summarised the value of a Quantity Surveyor on residential projects:

1. Accurate estimate and finance/budget approval before building. Pre-empt of risks and identification of possible opportunities.
2. Detailed technical scrutiny and risk assurance on architect and engineer design, to ensure there is unambiguous information in the contract.
3. A QS can accurately determine building cost prior to COW submission and design finalization fees.
4. Form of contractual agreement, linked to preambles for trades and supplementary control preambles to ensure quality – reducing likelihood of disputes
5. Form of preliminaries, dictating management and terms to ensure quality and prevent misunderstanding.
6. Detailed bills of quantities, stating quantity and type of each component, stating and referencing exactly what is included, and a means built in to vary/omit and value each item as work progresses
7. A QS can produce valuations and cost reports that reflect accurate monthly payments, reports on over and under expenditure to prevent runaway or cashflow/performance issues. This can be accompanied with liquid payment certificates for bank draw downs.

8. Preventative measures to reduce risk of claims and or extras, signoff procedures.
9. Penalties, retention and defects control. These are tools to prevent loss and damages to client in the event of patent and latent defects and delays

C. Work stage Billing for Quantity Surveyor Practice

All Quantity surveyor practices charge the same fee, like architect practices, a QS practice is bound by a minimum fee scale. One can select a QS based on their experience with residential projects, as registered QS can draw favourable pricing from the market and protect the client from the dangers inherent to building work.

Quantity Surveyors charge the client in work stages, a QS has 4 work stages

- a) Estimating stage (roughly 0.75% of building cost)
- b) Procurement or tender documentation stage (BOQ), adjudication and advice (roughly 1.5%)
- c) Contract administration stage (payments and cost reports) (roughly 2% of building cost)
- d) Final account stage (finalizing all payments and reconciliation) (roughly 0.5% of building cost)

The work stages are a payment % based on a total %, this is clearly tabled by the Tariff of fees as issued by the INQS and attached to this letter.

Although new residential buildings have zero 0% VAT applicable, the fees from professional consultants attract 15% VAT.

D. In Conclusion

Building a home can be a daunting and challenging task however there are professionals available to ensure that this process is as seamless and financially affordable as possible. This letter serves as a guide to erf purchasers to contact any of the attached registered quantity surveyors to assist them in building their dream home.

Please contact the [INQS](https://www.inqs.org) if anything remains unclear, we promote the Quantity Surveying profession, and can recommend any of our registered member firms, the list of practices and contact details are on our website.

https://www.inqs.org.na/images/members/List_of_QS_Practices_-_July_2023.pdf

Yours Sincerely,



MR TG MYBURGH
President
INQS