



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

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02 August 2024

INVITATION FOR EXPRESSION OF INTEREST

SUBJECT: EXECUTION OF FEASIBILITY STUDIES, DOCUMENTATION OF TECHNICAL DRAWINGS AND SUPERVISION OF WORKS FOR VARIOUS PROJECTS OF THE MINISTRY OF EDUCATION, ARTS AND CULTURE

BID DESCRIPTION

INVITATION FOR EXPRESSION OF INTEREST: EXECUTION OF FEASIBILITY STUDIES, DOCUMENTATION OF TECHNICAL DRAWINGS AND SUPERVISION OF WORKS FOR VARIOUS PROJECTS OF THE MINISTRY OF EDUCATION, ARTS AND CULTURE

TERMS OF REFERENCE:

- ✓ Please refer to the Terms of Reference

ELIGIBILITY CRITERIA:

- ✓ Please refer in the Terms of Reference on page 6 of 7

- ✓ NB: SOFT COPY OF THE BIDDING DOCUMENT WITH THE ATTACHED LIST OF ITEMS ARE TO BE DOWNLOADED FROM THE MINISTRY'S WEBSITE: www.moe.gov.na - PROCUREMENT
- ✓ Closing Date 17 September 2024 at 10H00 and Quotation to be submitted in sealed envelope to: Ministry of Education, Arts and Culture, Procurement Management Unit, First Floor, Room 108, Government Office Park. Envelope should be clearly marked "EXPRESSION OF INTEREST FOR EXECUTION OF FEASIBILITY STUDIES, DOCUMENTATION OF TECHNICAL DRAWING AND SUPERVISION OF WORKS FOR VARIOUS PROJECTS OF THE MINISTRY OF EDUCATION, ARTS AND CULTURE, addressed to Public Entity with bidder's name.

Ms. Regina Puteho
Deputy Director
HEAD OF PROCUREMENT MANAGEMENT UNIT

DATE

All official correspondence must be addressed to the Executive Director



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

EXPRESSION OF INTEREST (EI)

Execution of Feasibility Studies, Documentation of Technical Drawings and Supervision of Works for Various Projects of the Ministry of Education, Arts and Culture

The Ministry of Education, Arts and Culture hereby invites interested and experienced, Namibian registered companies to submit their Expression of Interest based on the above subject matter.

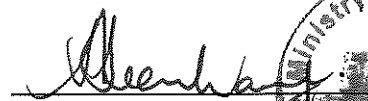
All responses must be accompanied by the following requirements:

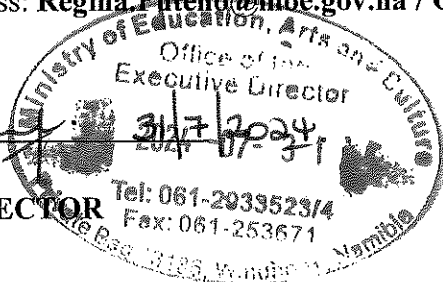
1. Mandatory Company Registration with relevant bodies.
 - a) Have a valid company Registration Certificate;
 - b) Have an original valid good Standing Tax Certificate;
 - c) Have an original valid good Standing Social Security Certificate;
 - d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

Terms of Reference can be downloaded on the Ministry of Education, Arts and Culture's website; or Hardcopies can be collected at First Floor, Room 106, Government Office Park.

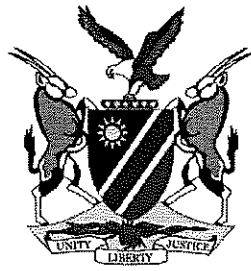
INSTRUCTIONS

1. Interested companies should submit their information on or before **17 September 2024@10h00** in sealed envelopes addressed to the Secretary: Procurement Management Unit: Ministry of Education, Arts and Culture, Government Office Park, Luther Street, Private Bag 13186, Windhoek, and be deposited into the bidding box located on First Floor Room No 108.
2. A response to this Expression of Interest will not be viewed as a binding commitment to develop or pursue the project.
3. Enquiries about this invitation should be directed to: **Ms. R. Puteho; Tel No 2933056/3045**
Email Address: **Regina.Puteho@moe.gov.na / Geoff.Besser@moe.gov.na**


Sanet L. Steenkamp
EXECUTIVE DIRECTOR



All correspondence must be addressed to the Executive Director



Terms of References:

Consulting Services

for

*Execution of feasibility studies,
documentation of technical drawings
and supervision of works for various
projects of the Ministry of Education,
Arts and Culture*

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1. BACKGROUND

The Ministry of Education, Arts and Culture in its quest to address the shortages of physical education facilities has embarked upon the acceleration of infrastructure development initiative, covering a range of infrastructure needs across the sector. This is aimed at eliminating the current infrastructure backlog in terms of new infrastructure provision maintenance and rehabilitation of existing infrastructure.

The over reliance of the Ministry of Works and Transport for the provision of technical services have created a bottleneck in terms of time execution of such services hence, the need to augment the existing capacity with the procurement of relevant consultancy services.

2. OBJECTIVE OF THE CONSULTANCY

The Ministry requires the services of consultancies namely: Architectural, Quantity Surveying, Civil/Structural Engineer(s), Electrical/Mechanical and Environmental specialist for the execution of feasibility studies, documentation of technical drawings and supervision of works for various projects of the Ministry of Education, Arts and Culture.

3. SCOPE OF WORKS

The scope of works includes but not limited to the following:

- 3.1 Execution of feasibility study reports.
- 3.2 Execution of the preliminary technical construction design and drawings including the complete documentation for the implementation of the project.
- 3.3 Survey works.
- 3.4 Overall supervision and management of the civil and construction works (team).
- 3.5 The preparation of the Bills of Quantities and bidding documents for the envisaged works.
- 3.6 Advice on environmental and related matters.

4. DURATION OF CONSULTANCY WORKS

The duration of the consultancy will be determined by the individual project requirements as may be decided by the client from time to time within the scope of the prioritized recommendation of National Conference on Education Implementation Plan (NCE-IP) over a period ending March 2030.



5. CONSULTANCY FEES

The consultancy fees will be determined in accordance with the gazetted tariff of consultancy fees applicable for various disciplines.

6. DELIVERABLES BY THE CONSULTANTS

In order to ensure the full attainment of the objectives of this project the following are the expected deliverables:

Stage 1: Planning and Pre-design Stage

- a) The Consultant shall convene an Inception / Briefing meeting with all relevant stakeholders and conduct site reconnaissance visits and prepare relevant reports for approval by the client.
- b) Verification and execution of feasibility study reports.
- c) Execution of the preliminary/layout drawings.
- d) Finalisation of the technical civil/structural designs, electrical/mechanical drawings including the complete detailed documentation required for the full implementation of the project.
- e) The preparation of the Bills of Quantities for the envisaged works.
- f) The Consultancy shall ensure the execution of all relevant specialist works/ studies are carried out including but not limited to the following:
 - Land Surveying
 - Topographic surveys
 - Geotechnical investigations and laboratory work
 - Environmental impact assessment and the required subsequent approval

Stage 2: Preliminary Engineering Designs and Freezing Documents

The Consultancy shall prepare preliminary technical civil/structural designs, electrical/mechanical drawings and present them to the client for validation and approval prior to detailed design.

Stage 3: Detail Design Stage

This stage includes the complete detailed documentation required for the full implementation of the project, including the freezing document, which should be submitted for comments and final approval by the client. The freezing document shall contain the layout drawings, the cost estimates and the finishing specifications.

Notwithstanding the above, the consultant shall prepare the following general detail design documentation:

Engineering and Architectural drawings for bidding purposes, including but not limited to the following: -

- a) Architectural drawings
- b) Finishing schedules (emphasis on locally available products)
- c) Structural engineering drawings
- d) Civil engineering drawings
- e) Civil engineering drawings (access roads and statutory authority approvals)
- f) Civil engineering drawings (bulk services where approvals have to be obtained from statutory authorities (NORED, Department of Water Affairs etc)
- g) Mechanical, Electrical and Plumbing (MEP) drawings
- h) Mechanical: refrigeration drawings (where applicable – emphasis to be placed on locally available products with ease of after-sales service)
- i) Fire engineering drawings, smoke extraction and evacuation plans – as applicable by locally adopted building regulations;
- j) Labelling and signage drawings
- k) Technical specifications (special emphasis on adopted Namibian construction and industry standards),
- l) Bills of Quantities.

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NB: The individual consultant should liaise with the Ministry of Education, Arts and Culture and the Ministry of Works and Transport for input in final design. These line ministries should indicate their written approval of the FINAL DESIGN.

Stage 4: Procurement of Construction Works

The Consultancy shall execute the following: -

- a) Preparation of the bidding documents of the different construction contracts aligned to the standards/templates bidding documents as prescribed by the Procurement Act, 2015 (Act No. 15 of 2015), as amended, and present same for approval by the client.
- b) Attend to queries and pre-bid site inspections.
- c) Expected to be available whenever required by the client for completion of the

procurement process.

- d) Provide the required number of bidding document copies including the relevant drawings and bill of quantities.

Stage 5: Contract Administration and Supervision

The Consultancy shall be responsible for the following services:

- a) Site handover to the Contractors.
- b) Monthly Progress Reports.
- c) Contract Administration Duties, including change control.
- d) Site supervision and making sure that quality control is done efficiently.
- e) Testing and Commissioning of electrical and related equipment.
- f) Objectively supervise the induction training of staff in the use of the different equipment and machinery.
- g) Ensure that the operating and maintenance manuals are prepared and issued to the user.

Stage 6: Defects Liability and Post Construction Services

The Consultancy shall provide oversight during a 12-month defects liability period. This entails managing defects list and final take-over of the contract at the end of the defects liability period.

7. MANDATORY REQUIREMENTS

The consultancy must meet the following requirements:

- (a) Have a valid company Registration Certificate;
- (b) Have an original valid good Standing Tax Certificate;
- (c) Have an original valid good Standing Social Security Certificate;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

8. THE EVALUATION CRITERIA

The Individual Consulting firms will be evaluated on the basis of the following per discipline:

- a) Must be 100% Namibian owned of which the majority shares (51% or more) should be owned by previously disadvantaged Namibians,
- b) Proof of Registration from relevant professional bodies,
- c) Minimum of three (3) year's experience in the relevant field (furnish contactable references).