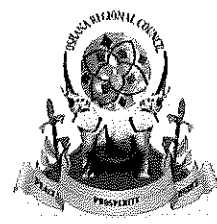




REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Tel: 065 – 209315
Fax: 065- 222588

Private Bag 5518
Oshakati

Re-advertised

Request for Quotations For Consultancy Services

Procuring Consultancy Services for a Comprehensive
Technical Assessment, Structural Investigation and Viability
Study of the Old Oshakati East Constituency Office
Building

Compulsory Site Inspection: 07th August 2025 @ 10H00-11H00

Procurement Reference No: SC/RFQ/ONARC-105/2026/2027

Name of Bidder:.....

Email of Bidder:.....

Bidder contact No:.....

Bid Amount:.....

Due Date: 13 August 2026

Time: 11H00



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Tel: (+264) 65 209315
Fax: (+264) 65 222588

Private Bag 5518
Oshakati

Letter of Invitation

TO: ALL PROSPECTIVE BIDDER

Procurement Reference No: SC/RFQ/ONARC-105/2026/2027

Dear Sir/Madam,

Subject: Procuring Consultancy Services for a Comprehensive Technical Assessment, Structural Investigation and Viability Study of the Old Oshakati East Constituency Office Building

The Oshana Regional Council invites you to submit your best quote for the items described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Alma Kamulilo, Head of Procurement Management Unit @ 065 2288265 and Jeckonia Nangolo (Regional Planning Division) @ 065 2288200, Private Bag 5543, Oshakati.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Alma Kamulilo

Head of Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Oshana Regional Council* reserves the right:

- (a) to accept or reject any quotation; or
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the consultancy services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **180** days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- a. have a valid Certified Copy Company Registration Certificate;
- b. have an original/ Certified Copy of valid good Standing Tax Certificate;
- c. have an original/Certified Copy 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;
- e. The company must be Registered with the Association of Consulting Engineers of Namibia (ACEN) (Attach Certified Copy of Registration)
- f. Team Leader / Lead Consulting Engineer must have a Bachelor's Degree in Civil Engineering or Structural Engineering, Professional Engineer registration with the Engineering Council of Namibia (ECN) and a Minimum 8 years post-registration experience. (Attach Certified Copy of Registration and CV)
- g. Structural Engineer must have a Degree / Diploma in Civil or Structural Engineering and a Minimum 5 years relevant experience in structural building projects (Attach CV)

- h. Quantity Surveyor must have Degree/Diploma in Quantity Surveying, Registration with the Namibia Council for Architects and Quantity Surveyors (NCAQS) and a Minimum 5 years relevant experience. (Attach Certified Copy of Registration and CV)
- i. Three (3) valid original/certified copies (with company seal) reference letters of experience in Building and Structural consulting work.
- j. Company profile must be attached
- k. Compulsory pre-bidding site meeting attended

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

6. Works Completion Period

The completion period for works shall be 90 Days *after* issue of Purchase Order and site handover. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Oshana Regional Council, Leo Shoopala Street, Private Bag 5543, Oshakati, not later than **13 August 2026 at 11h00**. Quotations by post or hand delivered should reach Oshana Regional Council by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted shall be available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

The lowest substantially responsive bid shall be awarded a contract.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the consultancy service to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Qualification Criteria

Bidder should submit document in respect of the following:

- (a) The company must be Registered with the Association of Consulting Engineers of Namibia (ACEN) (Attach Certified Copy of Registration)
- (b) Team Leader / Lead Consulting Engineer must have a Bachelor's Degree in Civil Engineering or Structural Engineering, Professional Engineer registration with the Engineering Council of Namibia (ECN) and a Minimum 10 years post-registration experience. (Attach Certified Copy of Registration and CV)
- (c) Structural Engineer must have a Degree / Diploma in Civil or Structural Engineering and a Minimum 5 years relevant experience in structural building projects (Attach CV)
- (d) Quantity Surveyor must have Degree/Diploma in Quantity Surveying, Registration with the Namibia Council for Architects and Quantity Surveyors (NCAQS) and a Minimum 5 years relevant experience. (Attach Certified Copy of Registration and CV)
- (e) Three (3) valid original/certified copies (with company seal) reference letters of experience in Building and Structural consulting work.
- (f) Company profile must be attached

14. Prices and Currency of Payment

Prices for the execution of consultancy services shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, needs and desirability assessment study, environmental impact assessment, township establishment application, layout plans and land use designs, stakeholders' consultation and public participation processes, technical advisory services, profits and all associated costs for performing the consultancy services, and shall include all duties. The whole cost of performing the consultancy work shall be included in the items stated, and the cost of any incidental consultancy services shall be deemed to be included in the prices quoted.

15. Margin of Preference

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the **Code of Good Practice on Preference**, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU). The lowest evaluated bid price will be determined after the margin of preferences has been applied where applicable.

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$A = MP \times BP$$

100

in which formula

(a) "A" represents the amount to be determined:

(b) "MP" represents the total percentage of all margins of preferences granted in respect and

(c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and Medium Enterprise	1%	Submit a certified copy of a valid original SME certificate, duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development Declaration indicating the percentage of Namibian SME ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	a bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Women owned enterprise	1%	Submit a certified copy of Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths -declaration indicating the percentage of Namibian female ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.

Youth Owned Enterprise	2%	Submit a certified copy Identification Documents (IDs) of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths In Namibia, individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, "youth" refers to a person who is between the ages of 16 and 35. The age of an individual will be determined based on their Identification Document (ID). Declaration indicating the percentage of Namibian youth ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Suppliers providing employment to Namibian	1%	Declaration that the bidder employs 50% or more Namibian citizens' Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who employs 50% or more Namibian citizens.
Total margin of preference	5%		

Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue a Purchase order in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Public Entity shall after award of contract shall post a notice of award on its website.

19. Compulsory Site Inspection

A compulsory site inspection meeting will be held at the **Old Oshakati East Constituency Office Building, Omeege Village Oshakati East Constituency (- 17.846464°, 15.727364°) (for directions Mr. Shoikuti-0814993663)** on **Friday 7th August 2026 at 10h00 to 11H00**. Attendance by a duly authorized representative is mandatory. Failure to attend and sign the attendance register will result in disqualification from the bidding process.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Consultancy Service detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead ***disqualification on the grounds mentioned in the BDS***

The validity period of our Quotation is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within _____ days from date of issue of an award letter and a Purchase Order.

Works will be completed within _____ days from date of issue of an award letter/ a Purchase Order and Commence date.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1) (b) and 37(5))

Date:[Day | month | year]

Procurement Ref No.:

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**delete if not applicable / appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Procuring Consultancy Service for a Registered Town Planning firm for a detailed feasibility Studies on Uukwiyuushona & Engombe Growth Points for possible settlement status

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number:

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	QTY	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	As per the Terms of References				
	Comprehensive Technical Assessment, Structural Investigation and Viability Study of the Old Oshakati East Constituency Office Building DELIVERABLES The Consultant shall provide: 1. Inception Report. 2. Site Investigation Report. 3. Structural Assessment Report. 4. Geotechnical Assessment Report. 5. Flood Risk and Drainage Assessment Report. 6. Options Analysis Report. 7. Preliminary Cost Estimates. 8. Final Comprehensive Technical Assessment and Viability Study Report. 9. Presentation of findings to Oshana Regional Council.				

				Total billed items	
				Subtotal excl Vat	
				VAT 15%	
				TOTAL COST	

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/ONARC/ DEIYSAC -274/2025/2026**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	A per the Terms of References Comprehensive Technical Assessment, Structural Investigation and Viability Study of the Old Oshakati East Constituency Office Building DELIVERABLES The Consultant shall provide: 1. Inception Report. 2. Site Investigation Report. 3. Structural Assessment Report. 4. Geotechnical Assessment Report. 5. Flood Risk and Drainage Assessment Report. 6. Options Analysis Report. 7. Preliminary Cost Estimates. 8. Final Comprehensive Technical Assessment and Viability Study Report. 9. Presentation of findings to Oshana Regional Council.		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of an award Letter and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Consultancy Services except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Oshana Regional Council
Intended Completion Date GCC	The intended completion date is: (.....)
Project Manager GCC 1.1(y)	The Project Manager is: Jeckonia Nangolo (Cel: 081 128 5919)
Site GCC 1.1(aa)	The Site is located at, Old Oshakati East Constituency Office Building, Omeege Village Oshakati East Constituency (-17.846464°, 15.727364°) Oshana Region
Start Date GCC 1.1(dd)	The Start Date shall be: within 7 calendar days after receiving the purchase order
The Works GCC 1.1(hh)	The Consultancy Services consist of: Comprehensive Technical Assessment, Structural Investigation and Viability Study of the Old Oshakati East Constituency Office Building
Interpretation GCC 2.2	The project will be completed in the following sections: _____ N/A
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____ N/A
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract, which in the Project Manager's opinion will cause the amount finally due under the

GCC Clause Reference	Special Conditions
	Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>[may]</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Oshana Regional Council, Leo Shoopala Street For the Contractor, the address shall be as given on the first page of the Purchase Order and the contact name shall be
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.

GCC Clause Reference	Special Conditions
	The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Data GCC 14.1	Site book shall be Available
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within 7 calendar days after receiving the purchase order.
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Consultancy Service within days from the date of the issue of award letter and Purchase Order Agreement.
GCC 25.3	Program updates <i>is</i> required
Defects Liability Period GCC 33.1	The Defects Liability Period is:
Payment Certificates GCC 39.7	Payment shall be made as per progress of works.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	<i>Excessive Weather</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention	

GCC Clause Reference	Special Conditions
GCC 45.	<i>Not Applicable</i>
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____ Not Applicable _____
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	Not Applicable
GCC 56.1	Not Applicable
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 15 %

SCHEDULE 1:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No. SC/RFQ/ONARC-105/2026/2027**

Description	Attached	Not Attached
Quotation letter		
Priced Bill of Quantities		
Specification and Compliance Sheet		
Bid Declaration		
Certified Copy of Company Registration Certificate		
Original or Certified Copy of Good Standing Tax Certificate		
Original or Certified Copy of Good Standing Social Security Certificate		
Certified Copy of Affirmative Action compliance Certificate		
Company Profile		
Registered with the Association of Consulting Engineers of Namibia (ACEN) (Attach Certified Copy of Registration)		
Team Leader / Lead Consulting Engineer Bachelor's Degree in Civil Engineering or Structural Engineering, Professional Engineer registration with the Engineering Council of Namibia (ECN) and a Minimum 10 years post-registration experience. (Attach Certified Copy of Registration and CV)		
Structural Engineer Degree / Diploma in Civil or Structural Engineering and a Minimum 5 years relevant experience in structural building projects (Attach CV)		
Quantity Surveyor Degree/Diploma in Quantity Surveying, Registration with the Namibia Council for Architects and Quantity Surveyors (NCAQS) and a Minimum 5 years relevant experience. (Attach Certified Copy of Registration and CV)		
Three (3) valid original/certified copies (with company seal) reference letters of experience in Building and Structural consulting work.		
Compulsory pre bidding site meeting attended		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

TERMS OF REFERENCE

COMPREHENSIVE TECHNICAL ASSESSMENT, STRUCTURAL INVESTIGATION AND VIABILITY STUDY OF THE OLD OSHAKATI EAST CONSTITUENCY OFFICE BUILDING

1. BACKGROUND

The Old Oshakati East Constituency Office Building has experienced significant deterioration over time, resulting in concerns regarding its structural integrity, safety, functionality, and suitability for continued occupation and service delivery.

A previous initiative to undertake rehabilitation of the facility was discontinued following preliminary findings that indicated extensive defects and potentially substantial rehabilitation costs. In order to make an informed decision regarding the future of the facility, Oshana Regional Council intends to appoint a suitably qualified multidisciplinary consulting engineering firm to undertake a comprehensive technical assessment, structural investigation, and viability study of the building and surrounding site.

The study shall establish the current condition of the building, identify the root causes of structural and non-structural defects, assess the suitability of the site, evaluate flood risks affecting the property, and recommend the most technically, economically, and environmentally viable intervention option.

2. OBJECTIVES OF THE ASSIGNMENT

The primary objective of the assignment is to undertake a comprehensive assessment of the building and site and provide professional recommendations regarding the most feasible and cost-effective future intervention.

Specific objectives are to:

- Assess the structural integrity and overall condition of the building.
- Determine the causes and extent of existing defects and deterioration.
- Assess the suitability and stability of the site and underlying ground conditions.
- Investigate flooding patterns, drainage systems, and flood risks affecting the property and surrounding area.
- Evaluate the suitability of the current location for continued use.
- Determine the remaining useful life of the building.
- Evaluate various intervention options.
- Provide preliminary cost estimates for each option.
- Recommend the most viable and sustainable option.

3. SCOPE OF WORK

The Consultant shall undertake, but not be limited to, the following:

3.1 Document Review

Review all available information relating to the building, including:

- Existing plans and drawings.
- Previous inspection reports.
- Maintenance records.
- Historical flood information.
- Any available geotechnical information.

3.2 Building Condition Assessment

Conduct a comprehensive condition assessment covering:

- Foundations.
- Structural frame.
- Columns.
- Beams.
- Slabs.
- Walls.
- Roof structures.
- Floors.
- Windows and doors.
- Mechanical and electrical services.
- Water and sanitation systems.

3.3 Structural Investigation

Undertake detailed structural investigations including:

- Crack mapping and analysis.
- Structural integrity assessment.
- Settlement assessment.
- Foundation investigation.
- Material testing where required.
- Non-destructive testing where applicable.
- Identification of structural risks and safety concerns.

3.4 Geotechnical and Site Assessment

Undertake investigations to determine:

- Soil conditions.
- Bearing capacity of the site.
- Groundwater conditions.
- Site stability.
- Suitability of the land for continued development.

The Consultant shall conduct geotechnical investigations and recommend whether the site remains suitable for occupation and future development.

3.5 Flood Risk and Drainage Assessment

The Consultant shall:

- Assess historical and current flooding patterns.
- Evaluate the impact of flooding on the building and site.
- Assess stormwater management systems.
- Evaluate surrounding drainage infrastructure.
- Identify flood-prone areas around the property.
- Recommend mitigation measures.

The assessment shall determine whether flooding contributes to structural deterioration and whether the site remains viable for future use.

3.6 Options Analysis

The Consultant shall evaluate the following options:

- Option 1: Rehabilitation and upgrading of the existing building.
- Option 2: Partial demolition and reconstruction.
- Option 3: Complete demolition and reconstruction on the existing site.

- Option 4: Construction of a new facility on an alternative site.
- Option 5: Any other technically viable option identified during the study.

Each option shall include:

- Technical feasibility.
- Cost implications.
- Risks.
- Benefits.
- Environmental considerations.
- Expected lifespan.
- Operational implications.

3.7 Cost Estimates

Prepare indicative cost estimates for all recommended options including:

- Capital costs.
- Maintenance costs.

3.8 Final Recommendations

Provide a preferred option supported by:

- Technical justification.
- Economic justification.
- Risk assessment.
- Sustainability considerations.

4. DELIVERABLES

The Consultant shall provide:

10. Inception Report.
11. Site Investigation Report.
12. Structural Assessment Report.
13. Geotechnical Assessment Report.
14. Flood Risk and Drainage Assessment Report.
15. Options Analysis Report.
16. Preliminary Cost Estimates.
17. Final Comprehensive Technical Assessment and Viability Study Report.
18. Presentation of findings to Oshana Regional Council.

5. DURATION OF THE ASSIGNMENT

The assignment shall be completed within sixty (90) calendar days from the date of commencement, unless otherwise agreed in writing by Oshana Regional Council.

6. REQUIRED CONSULTING TEAM

The Consultant shall provide a multidisciplinary team consisting of, at minimum:

Team Leader / Lead Consulting Engineer

Qualifications:

- Bachelor's Degree in Civil Engineering or Structural Engineering.
- Professional Engineer registration with the Engineering Council of Namibia (ECN).

Experience:

- Minimum 10 years post-registration experience.

- Demonstrated experience in structural investigations and infrastructure assessments.
- Experience leading multidisciplinary technical studies.

Structural Engineer

Qualifications:

- Degree in Civil or Structural Engineering.

Experience:

- Minimum 5 years relevant experience.
- Proven experience in structural assessments and rehabilitation projects.

Quantity Surveyor

Qualifications:

- Degree in Quantity Surveying.
- Registration with the Namibia Council for Architects and Quantity Surveyors (NCAQS)

Experience:

- Minimum 5 years relevant experience.

Architect (Optional but Preferred)

Qualifications:

- Degree in Architecture.

Experience:

- Minimum 5 years experience in building assessment and rehabilitation projects.

7. FIRM ELIGIBILITY REQUIREMENTS

The consulting firm shall:

- Be legally registered in Namibia.
- Membership with the Association of Consulting Engineers of Namibia (ACEN)
- Have at least 5 years experience in engineering consultancy services.
- Demonstrate successful completion of at least three assignments in building and structural works

8. EVALUATION CRITERIA

The evaluation shall consider:

- Firm experience in similar assignments.
- Qualifications and experience of key personnel.
- Methodology and work plan.
- Understanding of the assignment.

9. REPORTING

The Consultant shall report directly to the Chief Regional Officer of Oshana Regional Council or an official designated by the Council.

10. PAYMENT TERMS

The Consultant shall be paid a lump-sum fee upon satisfactory completion of the assignment and approval of all deliverables by Oshana Regional Council.

Deliverable	Percentage
Submission and approval of the Final Comprehensive Technical Assessment, Structural Investigation and Viability Study Report, including all supporting reports, cost estimates, recommendations, and presentation to Oshana Regional Council	100%
Total	100%

Conditions of Payment

1. No advance payment shall be made under this assignment.
2. The Consultant shall submit an Inception Report and Work Plan within the agreed timeframe; however, no separate payment shall be made for this deliverable.
3. Payment shall only be made upon satisfactory completion of all activities and written approval of the Final Comprehensive Technical Assessment, Structural Investigation and Viability Study Report by Oshana Regional Council.
4. The final report shall incorporate all comments and recommendations provided by the Council during the review process.
5. The Consultant shall be responsible for all costs associated with the assignment, including transport, accommodation, surveys, investigations, laboratory testing, data collection, report preparation, presentations, and any other expenses necessary for the successful completion of the assignment.
6. Any additional work outside the approved scope of work shall require prior written approval from Oshana Regional Council.
7. Upon acceptance of the final deliverables and submission of a valid tax invoice, Oshana Regional Council shall process payment within thirty (30) calendar days, subject to compliance with applicable financial and procurement regulations.