



National Assembly

EXPRESSION OF INTEREST

TO LEASE (SUB LENT AND OPERATE) THE PARLIAMENT RESTAURANT FACILITY AT PARLIAMENT BUILDING, FOR A PERIOD OF THREE(3) YEARS

Procurement Reference No: NCS/EOI/03-01/24/25

National Assembly. Private Bag 13323, Windhoek, Namibia, Tel: 061-2882568,
Email: procurement.na@parliament.na

<i>Company Name:</i>	
<i>Contact Number</i>	
<i>Email Address:</i>	

CLOSING DATE & TIME: 10 JANUARY 2025 AT 10H00



NATIONAL ASSEMBLY

PROCUREMENT MANAGEMENT UNIT

Tel: (061) 288 2638

Reference: 5/7/3

Reference number: NCS/EOI/03-01/24/25

Enquiries: Emeritha Mofuka

Private Bag 13323

Windhoek

29 November 2024

EXPRESION OF INTEREST

LETTER OF INVITATION

Dear Sir/Madam

Subject: Leese and operate the parliament restaurant facility at parliament building, for a period of three (3) years.

You are hereby invited to submit your expression of interest for the services required in Running and operating the parliament (National Assembly) restaurant.

1. The following documents are enclosed to enable you to submit your expression of interest:

(a) The Terms of Reference (TOR) [Annexure 1]

2. Any request for clarification should be forwarded in writing to the Public Entity Emilia Alweendo the Procurement Management Unit National assembly email: procurement.na@parliament.na. Request for clarifications should be received 14 days prior to the deadline set for submission of expression of interests.

3. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Bidders are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

4. Eligibility

(a) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.

(b) Expression of interests from Bidders appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and

Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

(c) Bidders should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

(d)

- I. Have a valid company Registration Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- II. Have an original valid good Standing Tax Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- III. Have an original valid good Standing Social Security Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- IV. d) Have a valid certified copy of Affirmative Action Compliance Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963), 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;
- V. e) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- VI. f) Submit valid signed Bid-securing Declaration.
- VII. g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this expression of interest are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- VIII. Two (2) reference letters of related services rendered (not older than 5 years)
- IX. certified copies of shareholder's IDs and certificates.
- X. Bank confirmation
- XI. Fitness certificates for the bidder from city of Windhoek and Ministry of Health and Social services
- XII. **A compulsory site visit will be held on Friday 13 December 2024 @ 10h00 at National Assembly 14C Love Street, in Windhoek. During the site visit, a certificate of attendance will be issued and only those who will submit their bids accompanied by the site visit certificate will be considered.**

5. Submission of Expression of interests

The expression of interests must be deposited into the bid box on or before:

10 January 2025 at 10H00, Expression of interest by post or hand delivered should reach Parliament-

National Assembly, ground floor, Private Bag 1332, Windhoek by the same date and Time. Late Expression of interests will be rejected.

Expression of interests should **not** be forwarded by electronic mail.

6. Deciding Award of Contract

Qualification and experience of the bidder shall be considered as the paramount requirement. The expression of interests will be evaluated on the basis of a maximum of 70 marks for Technical Expression of interests and 30 marks for financial expression

of interests. Expression of interests from Bidders should score at least 50 marks for the Technical Expression of interests to be retained for further consideration.

Only those bidders scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Bidder scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Bidder and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the expression of interests submitted by you, as may be required to adjudge the reasonableness of your price expression of interests.

Item	Marks	Variable
Experience	40	Number of related consultancy services previously conducted
Qualification	30	Academic qualification and registration with statutory body
Financial proposal	30	Lowest priced offered in line of services to be provided

7. Rights a Public Entity

- (a) Please note that the National Assembly is not bound to select any of the bidders submitting expression of interests.

8. Duration of Assignment

Thirty-Six (36) months. Extensions will only be granted with authorization of the Accounting Officer (National Assembly).

9. Validity of Expression of interest

You are requested to hold your expression of interest valid for **180 Days** from the deadline for submission of expression of interests during which period you will maintain without change, your proposed price. The National Assembly will make its best efforts to finalize the agreement within this period.

10. Tax Liability

Please note that the revenue which you receive from this contract will be subject to normal tax liability in Namibia; but the National Assembly shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

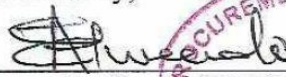
- (a) Equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Bidders). and

11. Confirmation of Invitation to submit expression of interest

N/A

12. The National Assembly would like to thank you for considering this invitation for submission of expression of interest.

Yours faithfully,


E. Alweendo, Head of PMU 29 NOV 2024

Enclosures:

Annexure 1: Terms of Reference.



TERMS OF REFERENCE

PART 1. THE RESTAURANT

The restaurant attracts a variety of customers from neighbouring Ministries and Agencies such as National Council, MIRCO and MICT. The proposed business activities should add value to the existing activities and the environment of parliament.

The parliament restaurant contains the following:

- Reception/Cashier area, including a reception/sale counter.
- A facility area for private hosting/entertainment
- Kitchen areas, comprising cold storage, storerooms and staff ablutions.
- Flooring: Finished with high-quality vinyl wood flooring, providing a warm and inviting ambiance
- Ceiling: Modern, sleek ceiling design
- Kitchen: A fully equipped kitchen, including a storeroom and cold store, with durable wall tiles, designed to meet the demands of a professional culinary environment
- Bathroom Facilities: Complete, modern bathroom amenities provided within the premises
- Inside Seating Area: could be divided into three different areas to allow for diversification in product offering
- Flexible Atmosphere Options: The different floor areas can be designed to create unique atmospheres and themes, facilitating a diverse range of product offerings. This layout enhances the variety of available options, allowing the restaurant to appeal to various audiences, from casual diners to MP hosting.

PART 2: CONDITIONS

- a) Submission of expression of interest shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this call for expression of interest will be met and, unless specified otherwise

- b) Any expression of interest submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any such Expression of interest by Parliament.
- c) The restaurant/business facility will be leased as is. The successful applicant will have to provide his/her/their own equipment and stock.
- d) National Assembly will be responsible for the water and electricity bills
- e) Operating hours should be subject to adherence to national laws and regulations
- f) The lessee shall be responsible for the interior maintenance of the restaurant
- g) The following activities are prohibited; sale of goods deemed by the parliament to be offensive, dangerous, or that are believed to be counterfeit, or pornographic activities, or objects that can release projectile or can be modified to that end.
- h) The Lessee must comply with the waste management control with regards to waste segregation, containment, and disposal of waste materials,
- i) The facility shall NOT be used to cater for private or outside events.

PART 3: DISCLOSURE OF CONFLICT OF INTEREST

- Bidders who are owners, employees, Members of Parliament, or personnel who are family of National Assembly staff involved in the procurement functions and related services
- Others that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices. Failure of such disclosure may result in the disqualification of this bid.

PART4: ADDITIONAL REQUIREMENTS FROM BIDDERS

A business expression of interest must be highlighting the following:

- i. Business overview, providing a detailed description of the type of business venture and associated activities.
- ii. Proposed products or services and activities to be offered.
- iii. Experience of the bidder in the proposed business activities.
- iv. Compulsory documentation should accompany the Expression of Interest as indicated in the public notice and below.
- v. Any additional business activities (events) and the proposed usage of the facility.

PART 6. SUPPORT TO BE PROVIDED BY THE PUBLIC ENTITY

National Assembly will provide support with project monitoring and will provide any document required subject to it being declared safe for third party usage by the National Assembly.

PART 7. CONTRACT DURATION

(a) Duration of contract

Thirty-Six (36) months. Extensions will only be granted with authorization of the Accounting Officer (National Assembly).