



National Assembly

Request for proposal

THE PROVISION OF ARCHITECTURAL CONSULTANTS FOR THE DESIGN, DOCUMENTATION AND CONSTRUCTION SUPERVISION OF THE PARLIAMENT ENTRANCES GUARD HOUSES.

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

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

<i>Company Name:</i>	
<i>Total Bid Price (Incl Vat)</i>	
<i>Contact Number</i>	
<i>Email Address:</i>	

CLOSING DATE & TIME: 10 JANUARY 2025 AT 10H00

29 November 2024

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

Subject: The provision of architectural consultancy for the design, documentation and construction supervision of the parliament entrances guard houses with a value of not more than N\$ 1,500,000.00. The price comprises of the following; design, documentation and supervision of the actual construction.

You are hereby invited to submit technical and financial proposals for consultancy services required under the provision of architectural consultancy for the design, documentation and construction supervision of the parliament entrance guard houses for the Parliament which could form the basis for future negotiations and ultimately, a contract between you and National Assembly.

1. The purpose of this assignment is to:

- Design;
 - Document; and
 - Supervise the construction of the Parliament Entrance Guard Houses on both sides comprising of the guard offices, toilets (1 female and 1 male, a small kitchen, boom gates, speed humps and pedestrian entrances with a value not exceeding N\$1, 500 000.00. The price is inclusive of design, documentation and the supervision of the actual construction.
-
- They must have adequate windows for the Guards on duty to be able to clearly see almost all directions without blind spots as a result of walls.
 - The windows must be tinted, thick and shatterproof for a person approaching not to see inside the houses.
 - There must be an automated strong gate to serve as a buffer before the guard house when approaching from outside.
 - They must have strong security doors and locks.
 - There must be special strong boom gates under the canopies of the Guard Houses to restrict vehicles that are not authorized to enter the precincts of Parliament.
 - There must be adequate space in the guard houses to be used when conducting the body search of the suspected persons (Under Vehicle Inspection, Baggage Scanner Walk-through Metal Detector).

- There must be a speed hump when approaching the checkpoint of the Guard Houses inside the gate (consider space outside gates, in case a vehicle is directed to turn back by security to avoid traffic congestion).

2. The following documents are enclosed to enable you to submit your proposal:

- (a) The Terms of Reference (TOR) [Annexure 1];
- (b) Supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
- (c) A sample format of the Service Contract under which the service will be performed [Annexure 3]

3. 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 proposals.

4. 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.

Consultants 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.

5. **Eligibility**

(a) A consultant 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) Proposals from consultants 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) Consultants 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 proposal 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. Four (4) reference letters of consultancy related services rendered (not older than 5 years)
- IX. certified copies of shareholder's IDs and certificates.
- X. Bank confirmation
- XI. **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.**

6. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". The proposals must be deposited into the bid box on or before:

10 January 2025 at 10H00, Proposal by post or hand delivered should reach Parliament-National Assembly, ground floor, Private Bag 1332, Windhoek by the same date and Time. Late Proposals will be rejected.
Proposals should **not** be forwarded by electronic mail.

7. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant 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 proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

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 with gazette rates

8. Rights a Public Entity

- (a) Please note that the National Assembly is not bound to select any of the consultants submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

9. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of 3 months for design and documentation and 8 months for construction supervision. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

10. Validity of Proposal

You are requested to hold your proposal valid for **180 Days** from the deadline for submission of proposals 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.

11. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded within 2 months, you will be expected to take up/commence with the assignment in 14 days' time.

12. Tax Liability

Please note that the remuneration 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) payments to the Consultant in connection with carrying out this assignment;
- (b) 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 Consultants). and
- (c) Property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

13. Insurance


The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

14. Confirmation of Invitation to submit proposal

15. N/A

16. The National Assembly would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



E. Alweendo, Head of PMU



Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Draft contract under which service will be performed.

Annexure – 1

TERMS OF REFERENCE

PART 1. BACKGROUND

Parliament of Namibia in specific the National Assembly tend to embark on the construction of two (2) guard houses at the two entrances of the precincts of Parliament that will be manned 24 hours by the Namibian Police Force. The two Security Guard Houses will be located at the entrances of the precincts of Parliament, one at the Western entrance next to the Independence Memorial Museum and the other one at the Northern entrance near the circle of St George's Diocesan

PART 2. THE SERVICES

- Design;
 - Document; and
 - Supervise the construction of the Parliament Entrance Guard Houses on both sides comprising of a guard office, toilets (1 female and 1 male, a small kitchen, boom gates speed humps and pedestrian entrances with a value not exceeding N\$ 1,500,000.00The price is inclusive of design, documentation and the supervision of the actual construction.
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- They must have adequate windows for the Guards on duty to be able to clearly see almost all directions without blind spots as a result of walls.
 - The windows must be tinted, thick and shatterproof for a person approaching not to see inside the houses.
 - There must be an automated strong gate to serve as a buffer before the guard house when approaching from outside.
 - They must have strong security doors and locks.
 - There must be a special strong boom gate under the canopies of the Guard Houses to restrict vehicles that are not authorized to enter the precincts of Parliament.
 - There must be adequate space in the guard houses to be used when conducting the body search of the suspected persons (Under Vehicle Inspection, Baggage Scanner Walk-through Metal Detector).
 - There must be a speed hump when approaching the checkpoint of the Guard Houses inside the gate (consider space outside in case a vehicle is directed to turn back by security to avoid traffic congestion).

PART 3. 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 4. CONTRACT DURATION AND FEES

(a) Duration of initial contract

Three (3) months for design and eight (8) months for construction supervision. Extensions will only be granted with authorization of the Accounting officer (National Assembly).

(b) Payment

Payments shall be done after completion of various tasks, subject to approval of the accounting officer and within 30 days from date of receipt of consultants claim subject to reasonable operational conditions of National Assembly.

PART 5. DELIVERABLES

- Designs
- Overall Cost break downs i.e. cost for design, cost for construction and cost for construction supervision

PART 6 QUALIFICATION REQUIREMENTS FOR THE LAND SURVEYOR

Be registered with Namibian Council for Professional Land Surveyors
Take note, National Assembly shall retain the copy rights of all resulting design and documentation

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (a) Technical Proposals
 - (i) Curriculum Vitae of Consultant (Form F-2).
 - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
 - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
 - (iv) A description of the manner in which the Consultant would plan to execute the work.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
 - (b) Financial Proposals
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
3. The proposals shall be submitted in one original and one *(1) copy*

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.
2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Review of reports

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

FORM F-1

BID SUBMISSION FORM

From: _____

To: _____

The provision of architectural consultants for the design, documentation and construction supervision of the parliament entrances guard houses

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the National Assembly.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employer's references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Consultant]

Full name of Consultant: _____

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING
LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

Consultant Name	Monthly Rate (in currency)	Working Months	Total Cost (in currency)
_____	_____	_____	_____
Sub-Total (Remuneration)			_____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Days	
	_____	_____	_____	_____	_____
(b) Air fare					_____
(c) Lump Sum Miscellaneous Expenses ⁴ :					_____
Sub-Total (Out-of-Pocket)					_____
Contingency Charges:					_____
Total Estimate:					_____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

CONTRACT No. _____

CONSULTANCY SERVICE CONTRACT

BETWEEN

NATIONAL ASSEMBLY

AND

[Insert consultant name]

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THIS SERVICE CONTRACT entered into this _____ [date], between the _____ [insert public entity name] [hereinafter called the "Public Entity"] and _____ [insert consultants name] (hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the Public Entity has determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

WHEREAS the Consultant represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I
SCOPE OF SERVICES

1.1 The services to be performed by the Consultant under this Contract (hereinafter called the Services) are those described in the Terms of Reference attached hereto as Annex I to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II
COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

2.1 The Consultant shall commence the Services on _____ [date] upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (annex I) or indicated by the Public Entity.

2.2 The Services shall be for _____ *[insert no of days/months/years]*, beginning on the date of commencement of the Services, and ending not later than _____ *[insert completion date]*.

ARTICLE III
DUTIES OF THE CONSULTANT

3.1 The Consultant shall perform the services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to the Public Entity

3.2 The Consultant shall:

- (a) regularly report to, and obtain direction and guidance from the Public Entity on all matters arising from or relating to the present Contract;
- (b) promptly comply with such instructions as may be issued from time to time by the Public Entity in connection with the performance of the services.

3.3 The Consultant shall perform the services to the satisfaction of the Public Entity in accordance with the Terms of Reference and at such intervals as the Public Entity may require.

3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the Public Entity for the purposes of making payment or settlement under the Contract, where applicable.

3.5 The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

- 3.6 The Consultant shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The Public Entity shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

ARTICLE IV
PAYMENT FOR THE SERVICES

- 4.1 The Public Entity shall pay to the Consultant, in respect of the services, the various amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").
- 4.2 The Contract Amounts shall be paid to the Consultant in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

ARTICLE V
CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

- 5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Consultant in connection with or by virtue of the present Contract, shall be treated as confidential by the Consultant, and the Consultant shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.
- 5.2 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the Public Entity.
- 5.3 Any study, report or other material, graphic, software or otherwise, prepared by the Consultant for Public Entity under the Contract shall belong to and remain the property of the Public Entity. The Consultant may retain a copy of such documents and software.

ARTICLE VI
ASSIGNMENT AND SUB-CONTRACTING

- 6.1 Except with the prior written consent of the Public Entity, the Consultant shall not:
- (a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;
 - (b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII
LIABILITY OF THE CONSULTANT

- 7.1.1 The Consultant shall abide by, and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.
- 7.2 The Consultant shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII
FORCE MAJEURE

- 8.1 Neither party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.
- 8.2 In the event of force majeure which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either party shall have the right, by notice in writing to the other party, to terminate the Contract.
- 8.3 For purposes of this Article, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the

existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

ARTICLE IX
TERMINATION OF CONTRACT

- 9.1 The Public Entity may, upon giving not less than _____ *[insert no. of days]* days' notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.
- 9.2 The Public Entity may, at its option, terminate this Contract when it is in the interest of or for the convenience of the Public Entity *to do so*, provided that the Consultant shall in that event be given a notice of not less than _____ *[insert no. of days]* days of such termination.
- 9.3 The Consultant may terminate the present Contract if the Public Entity has, within a period of forty five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.
- 9.4 The parties hereto may by mutual agreement terminate this Contract.
- 9.5 If the present Contract is terminated under this Article, the Public Entity shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.

ARTICLE X
DISPUTE SETTLEMENT

- 10.1 Any dispute arising out of or in connection with the present Contract shall, unless it is amicably settled, be decided upon by the Accounting Officer of the Public Entity who shall

transmit his decision in writing to both parties.

- 10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI
MODIFICATION OR AMENDMENT

- 11.1 Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to the present Contract.
- 11.2 Notwithstanding the preceding paragraph, the Public Entity may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.

ARTICLE XII
EFFECTIVE DATE

- 12.1 The present Contract shall enter into force on the date of its signature by both parties.
- 12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

ARTICLE XIII
CHANNEL OF COMMUNICATIONS AND NOTICE

- 13.1 For the purposes of the present Contract, the authorized representative of the Public Entity shall be the Accounting Officer of the Public Entity.
- 13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by

hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

FOR THE PUBLIC ENTITY

Postal Address : _____
Physical Address : _____
Facsimile : _____

FOR THE CONSULTANT

Postal Address : _____
Physical Address : _____
Facsimile : _____

ARTICLE XIV

(i) Governing Law

14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of the Republic of Namibia.

IN WITNESS WHEREOF the parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English on the date first above written.

Date: _____

FOR THE PUBLIC ENTITY

Date: _____

FOR THE CONSULTANT

Annex 1 - Terms of Reference
Annex 2 - Contract Amount and method of payment