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EXPRESSION OF INTEREST

FOR

**PROVISION FOR ARCHITECTURAL SERVICES (PRINCIPAL AGENT), ELECTRICAL ENGINEERING,
MECHANICAL ENGINEERING, CIVIL ENGINEERING, STRUCTURAL ENGINEERING AND QUANTITY
SURVEYING SERVICES FOR THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) FOR
THE DEVELOPMENT OF EENHANA CAMPUS**

PROCUREMENT NO: SC/EOI/NUST-011/2024

**Namibia University of Science and Technology, 13 Jackson Kaujeua Street, Private Bag 13388,
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TERMS OF REFERENCE

1. Purpose

The EOI is to obtain professional services from companies interested in developing the Eenhana campus at Eenhana.

2. Introduction and Background

NUST plans to develop a fully fledged campus in Eenhana, Ohangwena region. The project plans to be constructed in phases over five (5) years.

3. Present Setup

Erf 7056 is an undeveloped institutional plot designated for a NUST satellite campus. Located in Extension 12 of Eenhana town, the plot has a perimeter of 2,857 meters. Currently, boundary fencing is being installed in preparation for the groundbreaking of the construction project.

4. Scope of work

NUST plans the appointment of a professional team to execute the following construction phase;

Pre-Construction Phase:

- Planning and Design: Development of project plans, blueprints, and specifications. This entails Architects, Engineers and Quantity Surveyors working together to develop a complete project scope.
- Permitting and Approvals: Obtaining the necessary permits and approvals from the local authority.
- Budgeting and Scheduling: Establishing a budget and timeline for the project.

5. Instructions to bidders

In terms of the Public Procurement Act No.15 of 2015, per the directive issued in section 73 regarding the reservation to local suppliers (23 May 2019), as published by the Ministry of Finance. NUST is conducting an expression of interest to establish the competency and capability of the local service providers for the provision of the architect (principal-agent), quantity surveyor electrical engineering, mechanical engineering, civil engineering, structural engineering for the Namibia University of Science and Technology (NUST) for the development of Eenhana campus.

The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in procurement in Namibia observe the highest standards of ethics during the procurement process and execution of contracts. Service Providers are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislation related to public procurement in the Republic of Namibia.

6. Vendor Registration Form

Participants must download a "**Vendor Registration Form**" from the NUST website and submit it along with all required mandatory documents listed below and a detailed **Company Profile** demonstrating their capability and capacity to deliver these services.

7. Prequalification mandatory documents and evaluation criteria

For the participating company to be eligible, the service provider must attach the following **mandatory** documents:

- a) A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (*BIPA*) or *NCAQS Goodstanding Certificate in the case of sole proprietors*: 100% Namibian Owned Registered Entity will get preference - ***Attached certified copies of all shareholders Identification documents.***
- b) A valid original or certified copy of professional registration and letter of good standing from the Namibian Council of Architects and Quantity Surveyors (NCAQS), the Namibian Engineering Council (NEC).
- c) A valid original or certified copy of the company's good standing Tax Certificate (***NAMRA***)
- d) A valid original or certified copy of the company's good standing Social Security Certificate (***Social Security Commissioner***) – ***Not older than 30 days at the time of submission.***
- e) A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act,1998;
- f) Detailed Company profile indicating area of business, clearly outlining the organisational structure.
- g) Proof of professional indemnity insurance.
- h) Consultant/ companies experience (provide a list of projects of recent experience on assignments/ projects of similar nature executed/executing during the last five (5) years.
- i) Attached are at least three (3) similar project reference letters with company names and contact persons not older than five (5) years.
- j) Curriculum Vitae of Proposed Professional Staff and certified copies
 - a. educational qualifications cv.
 - b. Proof of registration with Professional Bodies for all key professional staff.
- k) Proof of Bursary and/or In-house Training and Skills Transfer.

- l) The expression of interest is to be submitted by a complete team of Namibian registered professionals consisting of Architect, Quantity Surveyor, Civil/ Structural Engineer, Mechanical Engineer and Electrical Engineer.
- m) A Written Undertaking in compliance with Section 138 (2) of the Labour Act, 2007 **(the document is available on the NUST website)**.
- n) Description of Approach, Methodology and Work Plan for Performing the Assignment.

Should any one of the above-mentioned information and /or documentation not be attached, the bid will be deemed non-responsive and disqualified from the prequalification process.

NB: Only original or valid certified copies will be accepted. Certification of documents must be done by the Namibian Police or by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

Experienced companies are encouraged to JV with younger companies to promote skills transfer and collaboration with Namibian youth professionals.

7.1 Submission Requirements

- a) The submissions must comply with the following requirements:
 - i) A "Vendor Registration Form" obtainable from the NUST website www.nust.na must be **(one hard copy)** duly signed by an authorised signatory.
 - ii) The format of vendor registration may not be changed.
 - iii) All mandatory documents, original or certified, as indicated above, must be attached.
 - iv) All information must be entered in **black ink**.
 - v) Included power of attorney where applicable.
- b) The EOI document must be placed in an envelope, marked with the **Procurement Reference Number** and **Procurement Title** and delivered to:

**Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box
Administration Building (First Floor)
Windhoek**

Each envelope shall have the supplier's name, the professional discipline and contact details on the reverse side.

Companies must register their document submission in the registry available at the Foyer upon document delivery.

7.2 Closing Date of Submissions

The closing date and time for this submission:

12 July 2024 (Friday)

12h00 (local time)

Electronic Expressions of Interest will not be accepted. Late submissions will be rejected and returned unopened.

7.3 Expenses incurred by the participant

NUST will not be responsible for or pay for any expenses or losses that any tenderer may incur in preparing and submitting this Expression of Interest.

8. Financial Proposal

No Financial offers are requested at this stage. Service providers whose proposals include financial amounts will be disqualified.

Shortlisted companies (Teams) would be subject to going through a selection and/or design competition process as set out by NUST with the assistance of relevant statutory bodies.

Any enquiries may be directed in writing to:

Procurement Management Unit

Email: bidbox@nust.na

9. Prequalification evaluation criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Namibia University of Science and Technology (NUST) may use to evaluate the document submitted and determine whether the service provider has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

Attribute	Mandatory document	Tick off List if submitted	Evaluation Criteria
Mandatory documents (To be submitted as proof that the service provider is in compliance with the requirements of the Public Procurement Act 2015 and requirements of Namibia University of Science and Technology)	A certified copy of the Company registration clearly indicating shareholders' and principals' contact details as registered with the Business Intellectual Property Authority (BIPA or NCAQS Good standing certificate in the case of Sole proprietors). Attached are certified copies of all shareholders' Identification documents .		Pass/Fail criteria
	A valid original or certificate copy of professional registration and letter of good standing from the Namibian Council of Architects and Quantity Surveyors (NCAQS), the Namibian Engineering Council (NEC)		
	A valid original or certified copy of the company's good standing Tax Certificate (NAMRA)		
	A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner) – Not older than 30 days		
	A valid original or certified copy of the Affirmative Action Compliance		

	Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act,1998;		
	Attach a detailed company profile indicating the business area, clearly outlining the organisational structure.		
	Attach proof of professional indemnity insurance.		
	Attach are at least three (3) similar project reference letters with company names and contact persons not older than five (5) years.		
	Attach the Curriculum Vitae of the proposed Professional Staff and Certified copies of ID and Educational Qualifications. The list of professional staff should correspond to the professional certification documents submitted.		
	Attach proof of bursary and In-house Training Skills Transfer programme.		
	A Written Undertaking in compliance with Section 138 (2) of the Labour Act, 2007 (Document available on NUST website).		
	Attach a complete and signed vendor registration form. (Available on the NUST website).		
	Attach a complete document indicating that		

	the expression of interest is submitted by a complete team of Namibian registered professionals consisting of Architect, Quantity Surveyor, Civil/ Structural Engineer, Mechanical Engineer and Electrical Engineer.		
	Attach a documentary plan indicating how the consultants/company will approach, methodology and Work Plan for performing this Assignment.		
	Attach a list of recent experience on assignments/ projects of a similar nature executed/executed during the last five (5) years.		

Should any one of the above-mentioned information and /or documentation not be attached, the bid will be deemed non-responsive and disqualified from the prequalification process.

NB: Only original or valid certified copies will be accepted. Certification of documents must be done by the Namibian Police or by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).