



REPUBLIC OF NAMIBIA

Omaheke Regional Council

**Request for Proposal
for
the Provision of**

**Consultancy Services for Planning and
Surveying at Aminuis Settlement**

Procurement No: Ref: SC/RP/OMA-002/2024/2025

**Omaheke Regional Council
Government Office Park
Private Bag 2277 www.omahekerc.gov.na**



REPUBLIC OF NAMIBIA

Omaheke Regional Council

Tel: +264 62 566500

Fax: +264 62 564629

Website: www.omahekerc.gov.na

Request for Proposal

LETTER OF INVITATION

Dear Sir,

Subject: Consultancy Services for Planning and Surveying of Aminuis Settlement

1. You are hereby invited to submit technical and financial proposals for consultancy services required under for the Omaheke Regional Council which could form the basis for future negotiations and ultimately, a contract between you and the Omaheke Regional Council.
2. The purpose of this assignment is:
 - (a) Subdivision of a portion of farm Aminuis No. 330, Rietquelle and remainder into one portion, and subsequent township establishment to be known as 'Rietquelle Township'
 - (b) Layout plan to accommodate approximately 270 erven, taking into consideration the status quo of the area
 - (c) Surveying of the 270 erven for alignment purposes
 - (d) Pegging of the 270 erven

3. 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]
4. Any request for clarification should be forwarded in writing to the Omaheke Regional Council, Private Bag 2277, Gobabis, Ikka Tjipetekera, etjipetekera@omahekerc.gov.na . Request for clarifications should be received 3 days prior to the deadline set for submission of proposals.
5. 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 them with the legislations related to public procurement in the Republic of Namibia.

6. 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.

7. Submission of Proposals

The proposal 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: 06/09/2024, Private Bag 2277, Gobabis, by 10:00

Proposals should **not** be forwarded by electronic mail.

8. 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 adjudicate the reasonableness of your price proposals.

9. Rights a Public Entity

- (a) Please note that the Omaheke Regional Council 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.

10. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of 2 months. 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.

11. Validity of Proposal

You are requested to hold your proposal valid for fourteen days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Omaheke Regional Council will make its best efforts to finalize the agreement within this period.

12. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in 2 months, by 1st October 2024, you will be expected to take up/commence with the assignment in 3 weeks time.

13. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the Omaheke Regional Council 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).

14. 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.

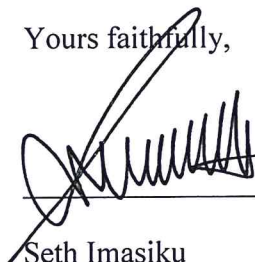
15. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by facsimile:

- (a) Your acknowledgment of the receipt of this Letter of Invitation within seven days;
and
(b) Further indicate whether or not you will be submitting the proposal.

16. The Omaheke Regional Council would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



27/08/2024

Seth Imasiku
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

TERMS OF REFERENCE

Part 1. Background

The lack of sufficient accommodation facilities in the Rietquelle and Chief Hosea Kutako Secondary Schools led to school staff to construct additional accommodation facilities nearby the schools' premises; leading to the creation of a new informal settlement. Due to the nature of the area, there is lack of crucial services such as electricity. The residents of the area approached Cenored for the provision of electricity, and the request for the provision of electricity is in consideration. However, the area first needs to be planned and surveyed before any construction of services; thus the need to formalize the area. The layout plan will then be used as a guide by Cenored when constructing electricity services.

Part 2. The Services:

- (a) Subdivision of a portion of farm Aminuis No. 330, Rietquelle and remainder into one portion, and subsequent township establishment to be known as 'Rietquelle Township'
- (b) Layout plan to accommodate approximately 270 erven, taking into consideration the status quo of the area
- (c) Surveying of the 270 erven for alignment purposes
- (d) Pegging of the 270 erven

Part 3. Facilities to be provided by the Public Entity

None

Part 4. Contract duration and fees

- (a) Duration of contract is two months {01 October 2024 - 30 November 2024}
- (b) Payment: {Not later than 40 days after the submission of all deliverables}

Part 5. Deliverables

- Subdivision of a portion of farm Aminuis No. 330, Rietquelle and remainder into one portion, and subsequent township establishment to be known as 'Rietquelle Township'
- Approximately 270 erven pegged and surveyed
- Submission of the layout plan to the Omaheke Regional Council in soft – dwg and other files (USB) and hard copies (4x A0 colour printed and laminated)
- Final report submitted and presented after completion of the assignment

Annexure - 2

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 copy to be submitted/.

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: _____

Hiring of Consultancy Services for Township establishment and Surveying

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the Omaheke Regional Council.

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: _____

FORM F-2

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 employers 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: _____

FORM F-3

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.)

FORM F-4**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, portorage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.