



NamRA Head Office, Town Square Building, Upper Retail Floor, Post Street Mall, P O Box 569, WINDHOEK, NAMIBIA. Tel no: 061- 209 2518. Email address: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

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## **OPEN NATIONAL BIDDING FOR PROCUREMENT OF WORKS**

**PROCUREMENT REFERENCE NO: W/ONB/NAMRA/01-1/2023**

**PROJECT TITLE:  
UPGRADING AND REFURBISHMENT OF EXISTING  
INFRASTRUCTURE AT TRANS-KALAHARI BORDER  
POST FOR THE IMPLEMENTATION OF ONE STOP  
BOARDER POST (OSBP) AT BUIITEPOS IN THE  
OMAHEKE REGION**

**Cost:** Free to be downloaded from NamRA website.  
[www.namra.org.na](http://www.namra.org.na)

**COMPANY NAME:** \_\_\_\_\_

**TOTAL BID AMOUNT:** \_\_\_\_\_  
(Including VAT and contingencies)



## LETTER OF INVITATION

TO: Prospective Bidders

24 January 2024

Procurement Reference No: W/ONB/NAMRA/01-1/2023

### **PROCUREMENT OF WORKS – UPGRADING AND REFURBISHMENT OF EXISTING INFRASTRUCTURE AT TRANS-KALAHARI BORDER POST FOR THE IMPLEMENTATION OF ONE STOP BOARDER POST (OSBP) AT BUITEPOS IN THE OMAHEKE REGION**

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best offer/s for the procurement of works described in the above-mentioned subject matter.

Furthermore, Bidders are instructed to carefully read the Bill of Quantities (BOQ) and Architectural Designs, including all Annexures attached to this bidding document.

**A pre-bid brief session for ALL interested bidders has been scheduled to take place on Wednesday, 31 January 2024 from 10h00 to 11h30am. The session will be held at the new NamRA Head Office, located at Town Square Building, 2<sup>nd</sup> Floor Boardroom. Bidders may enter NamRA Head Office premises through the Upper Retail Floor (Security Check Point).**

Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

**DEADLINE FOR BID SUBMISSION: TUESDAY, 6 FEBRUARY 2024 AT 11:00AM**

Yours faithfully

**MS. PETRA LISHO- MAYUMBELO**

**MANAGER: PROCUREMENT MANAGEMENT UNIT**



## TERMS OF REFERENCE (TOR)

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## SECTION I

### EXECUTIVE SUMMARY

The Namibia Revenue Agency (NamRA) is the nation's tax collecting authority. Established in terms of the NamRA Act 12 of 2017 as an autonomous agency, responsible for administering the Namibian tax laws and customs and excise services. The project for upgrading and refurbishment of existing infrastructure at Trans-Kalahari border post is crucial for the attainment of One Stop Boarder Post (OSBP) implementation at Buitepos in the Omaheke region.

### BACKGROUND

The Government of the Republics of Botswana and Namibia through the Bilateral Agreement, agreed to establish a OSBP at Mamuno and Trans Kalahari Border Posts. In this regard, border agencies of the respective Member States, guided by the Lead Border Agencies being Botswana Unified Revenue Service (BURS) and Namibia Revenue Agency (NAMRA) were directed to implement an OSBP by December 2023.

The significant requirement to establish a OSBP is to improve cross-border trade by reducing hurdles in pursuit of faster border clearance, Simplification and harmonisation of trade documentation and procedures with the intention of reducing costs of doing cross border business. Not to be overlooked, is a quest for closer collaboration and cooperation among border authorities within and across the borders.

Another consideration is the need to implement our obligations under international conventions such as the World Trade Organisation (WTO), under Article 8 which recommends the OSBP as one initiative that can improve cross border clearance of goods and people through collaborative approach between Government Agencies of the neighbouring States. In this regard, Botswana enacted the One Stop Border Post Act in 2013 and Namibia enacted the OSBP Act in 2017.

Overall, the development of the OSBP is an indication of growth for both states and with the anticipated increase in trade volumes as result of the 24hour operations. The investment will also have a positive impact on the communities of Mamuno and Trans Kalahari in terms of overall development. The expansion of area will most likely have a positive spillover effect and create other jobs.

### EXISTING CHALLENGES

Currently border clearance procedures at Mamuno TransKalahari border posts follow a Two-Stop border processes. For a west bound movement, a traveller stops in the exporting Country (Botswana at Mamuno) to do exit formalities, if there are inspections to be done on the cargo, the goods are offloaded, inspected, verified, and then reloaded. The traveller then proceeds to the importing Country (Namibia at TransKalahari), undergoes entry formalities and goods, again, go through the same process of offloading and reloading, and taxes are then paid. The reverse holds for east bound movements.

Our borders have several National Border Regulatory Agencies (NBRAs) and each agency would stop the cargo to carry out its own specific inspections, causing multiple interventions and resulting in delays at both exit and entry.

A One Stop Border Post concept is the arrangement where a traveller makes only one stop where both Exit and Entry processes are carried out and where necessary, joint inspections are conducted.

### GOALS AND OBJECTIVES

Based on the above-mentioned challenges, a need was identified to implement a OSBP as a solution "amongst others": -

- i. to minimise the number of stops and processes in cross border movement by combining and streamlining Border Control activities of the Parties at a single location in each direction.
- ii. To comply with obligations under international conventions such as the World Trade Organisation (WTO).

## SECTION II

### INSTRUCTIONS TO BIDDERS

#### 1. SCOPE OF WORKS, SPECIFICATIONS, PERFORMANCE AND ETHICAL REQUIREMENTS

##### 1.1 SCOPE OF WORKS (SOW)

The Scope of Work shall include and limited to:

**PROCUREMENT OF WORKS – UPGRADING AND REFURBISHMENT OF EXISTING INFRASTRUCTURE AT TRANS-KALAHARI BORDER POST FOR THE IMPLEMENTATION OF ONE STOP BORDER POST (OSBP) AT BUIITEPOS IN THE OMAHEKE REGION.**

##### 1.2 SPECIFICATIONS

It is worth noting that the OSBP project will be constructed in three phases namely, Phase one, two and three. However, the current bid document and general specifications provided below is particularly for Phase one and herewith below are the buildings and / or works to be constructed under Phase one.

##### Phase one (1):

- i. Commercial terminal building.
- ii. Passenger terminal building.
- iii. Minor external renovations to existing public toilets & services building (only external paint, no change of windows or any demolitions).
- iv. Roadworks in accordance with BOQ provided.
- v. Moving of existing temporary structures for entry & exit points and port health.
- vi. Paving works in accordance with BOQ provided.

**The Documents listed below are enclosed in the bid document outlining detailed technical specifications for each individual unpriced BOQ:**

- i. Annexure 1 - unpriced Main BoQ for bid purposes
- ii. Annexure 2 – Electrical Installation (unpriced BoQ)
- iii. Annexure 3 – Data & Telecom Installation (unpriced BoQ)
- iv. Annexure 4 – Electronic Installation (unpriced BoQ)
- v. Annexure 5 – HVAC Installation (unpriced BoQ)

#### 1.3 PERFORMANCE AND ETHICAL REQUIREMENTS

##### 1.3.1 HEALTH AND SAFETY

Health and Safety is vital on NamRA's properties. All employees of the contractor are to strictly adhere to the health and safety guidance provided. Contractor shall take reasonable care of their staff health and safety as well as that of other persons who may be affected by their activities. The contractor is responsible for the care, protection and safety of the works, the site, and all things in the work areas. All required Personal Protective Equipment (PPE) are to be provided by the contractor to its employees.

As a minimum, safety helmet, coverall, and hand gloves are to be worn by all employees on site. The contractor shall inform NamRA's officials of any special health and safety hazards which might involve in the work to be performed and shall advise to NamRA of any precautions that ought to be taken. The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner.

##### 1.3.2 SECURITY

- i. The contractor must hold record of their staff details. To the extent required from time to time by the security manager/deputy, the contractor shall provide,



- ii. A list of staff showing the name and address of everyone who is involved in the performance of contractor.
- iii. The contractor shall provide clear visible ID cards to their worker, and this should be worn at all the time during work.
- iv. Roads or paths to be used as access by the contractor are to be left clear of construction plants, vehicles, and debris at all the time.
- v. All dangerous areas are to be fenced and signs posted to warn NamRA's staff and visitors.

### 1.3.3 FRAUD AND CORRUPTION

1.3.3.1 NamRA requires that bidders/suppliers/contractors, participating in its procurement activities, observe the highest standard of ethics during the procurement process and execution of contracts.

1.3.3.2 NamRA will reject an offer for award if it determines that the Bidder recommended for award of contract has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.

For the purposes of this Sub-Clause:

- (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- (ii) "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- (iii) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
- (iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- (v) "Obstructive practice" is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

### 1.3.4 CONFLICT OF INTEREST

For the purposes of this Clause:

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified instantly from partaking in the procurement process. In accordance with NamRA Internal Procurement Policy and Procedures, a Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- (a) they have a controlling partner in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this bid; or

- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of NamRA regarding this bidding process; or
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical Specifications of the Contract that is the subject of the Bid; or
- (g) a Bidder, or any of its affiliates has been hired (or is proposed to be hired) by NamRA as Engineer for the Contract.

## **2. ELIGIBILITY REQUIREMENTS**

- 2.1 A bidder may be a Namibian natural person, private entity, or government-owned entity registered in Namibia or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally enforceable joint venture.
- 2.2 All partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.
- 2.3 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 from participating in this bid.

In the case of case of a Joint Venture (JV):

- (a) All Parties to the JV shall be jointly and severally liable; and
- (b) A JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution. The JV shall execute and submit an original power of attorney or authorization.

### **2.4 Documents Comprising the Bid are herewith below: -**

#### **2.4.1 The Bid shall comprise the following documents: -**

- (a) Completed bid document, initialled on each page, and signature where applicable.
- (b) Qualification information and documentary evidence establishing the Bidder's qualifications to perform the Contract.
- (c) Completed Bill of Quantities.
- (d) Attach the following mandatory documents as evidence shall be required.
  - i. A valid company Registration Certificate indicating construction as part of services and / or works registered for.
  - ii. A valid, authentic, and original good Standing Tax Certificate from NamRA with the procurement reference number for this bid.



- iii. A valid, authentic and original good Standing Certificate from Social Security Commission.
- iv. A valid SME certificate indicating SME Status (if any).
- v. A valid certified copy by the Commissioner of Oath 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.
- vi. A Bidders personal written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this bid are compliant to the relevant laws, and wage determinations of the Government of the Republic of Namibia. This document should be initialled and signed by the bidder, including a company stamp for the bidding company.

#### 2.4.2 The Bidder shall submit with its bid the following additional documents.

**TABLE 1: ADDITIONAL DOCUMENTS FOR SUBMISSION**

The Bidder shall submit with its bid the following additional documents: -

1. (a) A list of general construction works completed by the bidder as a prime contractor, or sub-contractor, carried out over the **last ten (10) years** with a cumulative financial amount of **N\$100 000 000.00 (One Hundred Million Namibian Dollars)**.
- (b) At least three (3) of the submitted projects should have a **minimum project value of N\$ 35 000 000.00 (Thirty-Five Million Namibia Dollars), in similar work.**

The evidentiary proof shall be in the form of either of the following:

- i) Practical Completion and/or Final Completion Certificate(s) (accompanied by supporting/reference letters); **for at least three (3) completed projects**, from the Project Consultant, Principal Agent, and/or Project Employer indicating the following:
  - A brief but accurate description of the scope of work,
  - The contract/project duration, and
  - The contract/project amount.

*\*Similar Work throughout this document shall mean work that requires the same level of skill, complexity value, effort, and responsibility; and is of similar physical size, complexity, methods/technology.*

**NB: Practical Completion and/or Final Completion Certificates issued by the Main Contractor without an accompanying approval letter by a relevant Project Consultant/Principal Agent/Project Employer/Client stating that subcontracting was approved on a specific project will not be considered.**

2. The bidder must submit a list of all the plant and equipment to be used on the works as listed below.
  - i. Excavator = 2
  - ii. Concrete Mixer = 2
  - iii. Heavy Duty truck = 2
  - iv. Mobile cranes = 2
  - v. 4 x 4 Bakkie = 2
  - vi. Roller Compactors = 2
  - vii. Tipper trucks = 5
  - viii. Graders = 2
  - ix. Water truck = 1

(Proof of ownership is only required on movable equipment registered with NATIS and an asset register for any other equipment).

Bidder must demonstrate clearly that it has the capability to meet the requirements for the key equipment



that is needed to carry out the works, in the form of either the following supporting documents: Registration certificates, plant hire agreements/intents, Letters of Intent from any legally registered Financial Institutions with NAMFISA or Bank of Namibia (to finance plant)

3. The bidder must submit proof of credit facilities net of other contractual requirements for a minimum amount of **N\$ 15 million (Fifteen Million Namibia Dollars)** of which the amount is broken as:
  - (a) 100% Liquid Assets (Statement and/or letter of commitment from a registered financial institution as proof); a letter of intent from any legally registered Financial Institution stating the above-mentioned amount; **OR**
  - (b) At least 50% Liquid Assets and 50% Credit Facilities
4. Financial statements which are audited by an auditor registered with Public Accountants & Auditors Boards (PAAB) (for (Pty) Ltd registered companies) or externally reviewed by a registered accountant for (Close Corporations) for the last recent Three [3] years to demonstrate the current soundness of the bidder's financial position and its prospective long-term profitability. **[three years is counted from 6 February 2021 to 6 February 2024].**
5. The bidder must submit detailed curriculum vitae of site key personnel listed below to be employed on the project: -
  - i) **Project Manager** (with at least 10 years of general experience in Construction engineering works and at least 5 years of Specific experience in similar works plus relevant technical qualifications).
  - ii) **Site Agent** (with 10 years general experience in civil engineering works and 5 years specific experience in similar works plus relevant qualification (N6 Trade Certificate, Diploma/B-Tech/bachelor's degree in engineering/construction).
  - iii) **Trades Foreman** (with 10 years of general experience in Construction engineering works and 5 years of specific experience in similar works).
  - iv) **Surveyor** (with 10 years of general experience in civil engineering works and 5 years of specific experience in similar works, plus relevant qualification (Degree/National Diploma in Land Surveying) and
  - v) **Health and Safety Officer** (with 10 years general experience in civil engineering works, plus relevant qualification (National Occupational Safety Association (NOSA) Certificate or Higher or Namibian Safety Management Training Course (SAMTRAC) or a National Certificate or higher from the National Examination Board in Occupational Safety and Health or from a recognized equivalent body).

**6. Specific Experience refers to construction experience in the construction of buildings.**

**NB: All key personnel should be Namibian citizens. Bidder is to attach a declaration from the Namibian Police as a consent for use of CVs from the owners of all the CVs.**

7. The bidder must submit a preliminary works program encompassing all aspects of the works. The preliminary work program should include contract milestones.
8. A letter of undertaking that 100% unskilled and semi-skilled workers will be employed from the Omaheke Region, i.e., the area where the project is located. The written undertaking document should be initialled and signed by the bidder, including a company stamp for the bidding company.
9. Resolution or Power of Attorney authorizing the signatory to sign the bid on behalf of the bidder **(Not applicable to sole owners of entities who are signing their own bids, however, required if a sole owner is using someone else to sign on their behalf).**

10. This Bid is restricted to **Namibian Citizens** and to an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia.
11. Certified proof of citizenship in the form of Namibian Identification Documents along with all mandatory documents required in sub-clause 2.4.1.
12. Scanned completed Bidding Document (and Supporting Documents) together with a Completed Bill of Quantities in Excel on a virus-free USB flash drive/Compact Disc in addition to the Original Hardcopies of the Bidder's completed Bidding Document (and Supporting Documents) and its accompanying **one (1) original and two (2) copies**.
13. Bidder must ensure that all the required documents obtained from third-party organizations are certified 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).
14. Bidders must attach letter of intent to issue Performance Guarantee of ten percent (10%) of the contract value. Bidders to note that the 10% Performance Guarantee shall be submitted to NamRA within five (5) calendar days after accepting award of contract.
15. Bidders to note that no advance payment shall be made to the Contractor without prior presentation of the Performance Security
16. Bidders to provide to written authority to NamRA to seek references from the Bidder's bankers.
17. Bidders to provide written authority to NamRA to gather information regarding any litigation, current or during the last five (5) years, in which the Bidder was/is involved, the parties concerned, the issues involved, the disputed amounts, and awards.

**NOTE:** 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).

**/END.**



### 3. GENERAL REQUIREMENT

#### 3.1 Language of Bid

- i. Bid, supporting documents as well as all correspondence relating to the bid exchanged by the Bidder and NamRA shall be in English Language.
- ii. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

#### 3.2 Preparation, Submission and Opening of Bid

- i. A Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall in no case be responsible or liable for those costs irrespective of the outcome of the bidding process.
- ii. A Bidder shall ensure that all pages of this bid is initialled on each page and signed where appropriate.
- iii. The Bid submission shall consist of the following submissions:  
One (1) original hardcopy,  
Two (2) copies of the original hardcopy,  
One (1) softcopy in USB flash drive. Electronic copies of Bid shall be in pdf format.
- iv. The bid price and rates shall be in Namibian Dollars and fixed for the duration of the Contract unless otherwise specified in the Contract to be signed with the successful bidder.
- v. Bids will be opened internally by NamRA Procurement Management Unit (PMU). A record of the Bid Opening stating the name of the bidders, the amount quoted, including mandatory documents referred to in Sub-Clause 2.4.1(a)(b)(c)(d) under Eligibility Requirement above will be kept by NamRA PMU.

#### 3.3 Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process.

#### 3.4 Correction of Arithmetical Errors

1. Provided that that the bid is substantially responsive, NamRA shall correct arithmetical errors on the following basis:
  - (a) only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of NamRA there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
  - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

## **SECTION III – EVALUATION AND QUALIFICATION CRITERIA**

### **4. BIDDING EVALUATION PROCESS**

The BIDS will be evaluated in four stages namely, stage one, two, three and four respectively by the Bid Evaluation Committee (BEC) appointed by the Accounting Officer / Commissioner and subsequently submitted to the Procurement Committee for recommendation of award to the successful bidder/s in accordance with the following criteria:

Stage 1: Responsiveness and eligibility

Stage 2: Qualification Criteria

Stage 3: Technical Evaluation

Stage 4: Financial Verification to determine lowest responsive bidder

#### **Stage 1: Responsiveness and Eligibility**

This first stage of the evaluation process shall evaluate Bids to determine their eligibility and attachment of mandatory documents as prescribed in the TABLE 2 below. If the bidder fails to attach any mandatory document/s, and do not meet all the Eligibility Criteria shall not be considered for further evaluation, hence would be disqualified.



TABLE 2: DEPICTS STAGE 1 (ONE) EVALUATIONS

1. Responsiveness and Eligibility Evaluation Criteria (Stage 1)							
1.1 Eligibility Criteria							
Item	Requirements	Bidder			Required Supporting Documentation	Document Location / Page Number in Bid (e.g. A1 or B1, C4 etc)	
		Single Entity	Joint Venture, Consortium or Association				
			All partners combined	Each Partner			At least one partner
1.1.1	Namibian bidders as per sub-clause 2.1 & table 1 under point 10 & 11	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Certified copies by the Commissioner of Oath of Member IDs	
1.1.2	Power of Attorney as per sub-clause 2.3(a)(b)	Must meet requirement	Must meet requirement	N/A	N/A	An original Power of Attorney	
1.1.3	No conflict of interest as per sub-clause 1.3.4 (a)(g)	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Written Undertaking by the bidder initiated, signed and company stamp	
1.1.4	No ineligibility by bank or Government of Namibia as per sub-clause 2.3(a)(b)	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Written Undertaking by the bidder initiated, signed and company stamp	
1.2 Mandatory documents in accordance with sub-clause 2.4.1(d)(i)(ii)(iii)(v)(vi)							
Item	Requirements As per sub-clause 2.4.1(d)(i)(ii)(iii)(iv)(v)(vi)	Bidder			Required Supporting Documentation	Document Location / Page Number in Bid (e.g. A1 or B1, C4 etc)	
		Single Entity	Joint Venture, Consortium or Association				
			All partners combined	Each Partner			At least one partner

1.2.1	A valid company Registration Certificate indicating construction as part of services and / or works registered for	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Company Registration Certificate	
1.2.2	A valid, authentic, and original good Standing Tax Certificate from NamRA with the procurement reference number for this bid.	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Good Standing Tax Certificate	
1.2.3	A valid, authentic, and original good Standing Certificate from Social Security Commission.	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Good Standing Social Security Commissioner Certificate	
1.2.4	A valid SME certificate, indicating SME status of bidding company							
1.2.5	A valid certified copy by the Commissioner of Oath 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	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Affirmative Action Compliance Certificate	
1.2.6	Bidders personal written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this bid are compliant in respect of the relevant laws, and wage determinations of the Government of the Republic of Namibia.	Must meet requirement	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Written Undertaking document should be initialled and signed by the bidder, including a company stamp for the bidding company.	



## **2. Stage 2 Qualification and Evaluation Criteria**

The second stage of the evaluation process will evaluate the Bidders responsiveness to the qualification criteria in line with ITB 6 as described in TABLE 3 below. Bids will be evaluated on the completeness of information submitted. Bids that do not comply with all the qualification criteria will not be considered for further evaluation and hence would be disqualified.



TABLE 3: DEPICTS STAGE 2 (TWO) EVALUATIONS

2. Qualification Criteria (Stage 2)							
2.1 Bidder Information							
Item	Requirements	Single Entity	Bidder			Required Supporting Documentation	Document Location / Page Number in Bid (e.g. A1 or B1, C4 etc)
			Joint Venture, Consortium or Association				
			All partners combined	Each Partner	At least one partner		
2.1.1	Authority to seek references from the Bidder's bankers as per point 16 in Table 1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Written Authorisation Letter initiated, signed & company stamp	
2.1.2	Litigation information as per point 16 in Table	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Litigation Information. Written Letter initiated, signed & company stamp	
2.2 Financial Position							
Item	Requirements	Single Entity	Bidder			Required Supporting Documentation	Document Location / Page Number in Bid (e.g. A1 or B1, C4 etc)
			Joint Venture, Consortium or Association				
			All partners combined	Each Partner	At least one partner		
2.2.1	Value of construction works performed for each of the last TEN (10) years with a cumulative financial amount of <b>NS100 million</b> as per TABLE 1 point 1(a)	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Previous Construction Works Completion certificates to be attached	



2.2.2	At least three (3) of the submitted projects should have a minimum project value of <b>N\$ 35 million</b> in similar work as per TABLE 1 point 1(b)	Must meet requirement	Must meet 100% of requirement	Must meet 20% of the requirement	Must meet 80% of the requirement	Previous Construction Works Completion certificates to be attached	
2.2.3	Financial standing of the Bidder for the last three years, such as certified copies of Financial Statements/Audited Accounts per TABLE 1 point 4	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Externally Audited Financial Statements to be attached	
2.2.4	Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources for a minimum amount of <b>N\$ 15 million</b> as per TABLE 1 point 3.	Must meet requirement	Must meet 100% of requirement	Must meet 20% of the requirement	Must meet 80% of the requirement	Proof to be attached	
2.2.5	Liquid assets and/or credit facilities combined as per TABLE 1 point 3(a)(b)	Must meet requirement	Must meet requirement	N/A	N/A	Proof of Financial Resources to be attached.	
2.3 Experience							
Item	Requirements	Bidder			Required Supporting Documentation	Document Location / Page Number in Bid (e.g. A1 or B1, C4 etc)	
		Single Entity	Joint Venture, Consortium or Association				
			All partners combined	Each Partner	At least one partner		
2.3.1	The bidder should have constructed at least three (3) construction projects in the last five (5) years as main contractor or subcontractor.	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Proof of evidence appointed as main contractor	

### 3. Stage 3: Technical Evaluation [100 POINTS]

Technical Evaluation is the third stage of the evaluation process. Bidders' Technical ability to perform the Works will be evaluated in accordance with requirements cited in the bidding document including documents listed in Table 1 of additional documents required for submission by the bidders.

Bidders should have met the Eligibility and Qualification criteria- (Stage 1 and 2) to be evaluated Technically in Stage 3.

The Bidder's experience, key personnel qualification and experience, access to required equipment, the works methodology and construction program constitute the technical evaluation criteria and is as depicted in the TABLE 4 below.

A Bidder must obtain a minimum score of 70 points to be deemed Technically responsive. Technically compliant bids will be assessed to determine their financial ability in the fourth and final stage of the evaluation process.

**TABLE 4: Depicts Stage 3 Evaluation**

3. Technical Evaluation Criteria as per TABLE 1 "additional documents for submission"		
3.1 Experience		24 points
Criteria	Score	Supporting Documents
<p>1. (a) A list of general construction works completed by the bidder as a prime contractor, or sub-contractor, carried out over the <b>last ten (10) years</b> with a cumulative financial amount of <b>N\$100 000 000.00 (One Hundred Million Namibian Dollars)</b>.</p> <p>(b) At least three (3) of the submitted projects should have a <b>minimum project value of N\$ 35 000 000.00 (Thirty-Five Million Namibia Dollars)</b>, in similar work.</p> <p>The evidentiary proof shall be in the form of either of the following:</p> <p>i) Practical Completion and/or Final Completion Certificate(s) (accompanied by supporting/reference letters); <b>for at least three (3) completed projects</b>, from the Project Consultant, Principal Agent, and/or Project Employer indicating the following:</p> <ul style="list-style-type: none"> <li>• A brief but accurate description of the scope of work,</li> <li>• The contract/project duration, and</li> <li>• The contract/project amount.</li> </ul> <p><i>*Similar Work throughout this document shall mean work that requires the same level of skill, complexity value, effort, and responsibility; and is of similar physical size, complexity, methods/technology.</i></p>		<p>Bidders to attach the following:</p> <p><i>Practical Completion and/or Final Completion Certificates issued by the Main Contractor without an accompanying approval letter by a relevant Project Consultant/Principal Agent/Project Employer/Client stating that subcontracting was approved on a specific project will not be considered.</i></p> <hr/> <p>15 points for 3 projects. 18 points for 4 projects. 21 points for 5 projects. 24 points for 6 or more projects.</p>



3.2 Key Personnel Qualification & Experience		26 Points
Criteria	Score	Supporting Documents
<b>Project Manager</b> (with at least 10 years of general experience in Construction engineering works and at least 5 years of Specific experience in similar works plus relevant technical qualifications).		CV with referenced project contact details.
<b>Site Agent</b> (with 10 years general experience in civil engineering works and 5 years specific experience in similar works plus relevant qualification (N6 Trade Certificate, Diploma/B-Tech/bachelor's degree in engineering/construction)).		CV with referenced project contact details.
<b>Trades Foreman</b> (with 10 years of general experience in Construction engineering works and 5 years of specific experience in similar works).		CV with referenced project contact details.
<b>Surveyor</b> (with 10 years of general experience in civil engineering works and 5 years of specific experience in similar works, plus relevant qualification (Degree/National Diploma in Land Surveying) and		CV with referenced project contact details.
<b>Health and Safety Officer</b> (with 10 years general experience in civil engineering works, plus relevant qualification (National Occupational Safety Association (NOSA) Certificate or Higher or Namibian Safety Management Training Course (SAMTRAC) or a National Certificate or higher from the National Examination Board in Occupational Safety and Health or from a recognized equivalent body).		CV with referenced project contact details.
3.3 Required Plant & Equipment		20 Points
Criteria	Score	Supporting Documentation
2 x Excavators = 2 points		Proof of ownership or letter of intent to hire.
2 x Concrete Mixing Equipment = 2 points		Proof of ownership or letter of intent to hire.
2x Heavy Duty Truck = 2 points		Proof of ownership or letter of intent to hire.
1 x Water Tank truck = 2 points		Proof of ownership or letter of intent to hire.
1 x Mobile Crane = 2 points		Proof of ownership or letter of intent to hire.
2 x Bakkies 4 X 4 vehicle = 2 points		Proof of ownership from NATIS
2x Roller Compactor = 2 points		Proof of ownership or letter of intent to hire.
5 x Tipper trucks = 4 points		Proof of ownership or letter of intent to hire.

2 x Grader = 2 points		Proof of ownership or letter of intent to hire.
<b>3.4 Methodology</b>		<b>20 Points</b>
The Bidder shall submit a works methodology describing methods that the Bidder proposes to adopt for the execution of the Works, in sufficient detail to demonstrate their adequacy to achieve the requirements of the Contract and addressing the following:		
<b>Criteria</b>	<b>Score</b>	
General Route Clearing & Setting out - 2 points.		
Foundation Excavations & Casting – 4 points		
Infrastructure Assembly & Erection – 4 points		
Installation of all specialized works – 4 points		
Testing & Commissioning – 2 points		
Quality Management – 2 points		
SHEW (Safety, Health, Environment, Wellness) Compliance – 2 points		
<b>3.5 Schedule</b>		<b>10 Points</b>
Bidders shall submit a Works Schedule indicating the planning of activities pertaining to the construction works. The Works completion date is TWO (2) months from Commencement Date for each phase. The Schedule will be evaluated against compliance with the following criteria:		
<b>Criteria</b>	<b>Score</b>	<b>Required Supporting Documentation</b>
Scheduling in Baseline Gantt format = 3 points		Attach work schedule in Gantt format
Key tasks, and critical path indicated = 3 points.		Attach work schedule in Gantt format
Public and Builder's holidays accounted for = 2 points.		Attach work schedule in Gantt format
Timelines realistic and in line with available resources (Equipment & Manpower) = 2 points		Attach work schedule in Gantt format



#### **Stage 4: Financial Verification to determine lowest responsive bidder**

This is the fourth and final stage of bids. The bids that obtain a minimum technical score of 70 points will be deemed to be Technically responsive and subject to financial assessment. These Bids will be checked for arithmetic errors and corrected if any and ranked in terms of their Bid price. The Bidder with the lowest Bid price will be recommended for award of contract.

#### **5. BID CLARIFICATION AND ENQUIRIES**

All technical / procurement clarifications and / or enquiries, if any, should be addressed by email to NamRA Procurement Management Unit (PMU) at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

#### **6. CLOSING DATE, TIME, AND PLACE FOR BID SUBMISSION**

Bids should be posted, or hand delivered in a single sealed envelope indicating the procurement reference number and detailing the project title for the works to be undertaken as per details below:

The Chairperson: Procurement Committee  
Through the Head: Procurement Management Unit (PMU)  
**PROCUREMENT REFERENCE NO: W/ONB/NAMRA/01-1/2023**  
NamRA Head Office, Town Square Building,  
Upper Retail Floor, Post Street Mall  
P O Box 569  
WINDHOEK  
NAMIBIA  
Email address: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

#### **7. DEADLINE FOR BID SUBMISSION: TUESDAY, 6 FEBRUARY 2024 AT 11:00AM**

- Bidders are responsible for ensuring that their bids reach NamRA in good time.
- Bids received after the deadline will not be considered and will be returned to the bidder's postal in sealed envelope.

## OUTLINE PLAN

Procurement Reference No: W/ONB/NAMRA/01-1/2023

**PROJECT TITLE: UPGRADING AND REFURBISHMENT OF EXISTING INFRASTRUCTURE AT TRANS-KALAHARI BORDER POST FOR THE IMPLEMENTATION OF ONE STOP BOARDER POST (OSBP) AT BUITEPOS IN THE OMAHEKE REGION**

Activity	Date
Release of Bidding document and advertisement of Bid in two local wide circulated newspaper (The Namibia and New Era)	Circulation of bid invitation on all NamRA social platforms to be done from Wednesday, 24 January 2024. Thursday, 25 January 2024 – NEW ERA ADEVERT Friday, 26 January 2024 – THE NAMIBIAN ADEVERT
Bid clarifications closing date	before the closing of the bid (which is 6 February 2024)
Bid closing date	Tuesday, 6 February 2024 at 11:00 am, Namibian Time
Bid evaluation period by appointed Bid Evaluation Committee (BEC)	From Wednesday, 7 February 2024 to Tuesday, 13 February 2024
Compilation of Bid Evaluation Report to the Procurement Committee for recommendation of contract award to the successful contractor	From Wednesday, 14 February 2024 to 15 February 2024
Review of Bid Evaluation Report by the Procurement Committee and recommendation for contract award to the successful contractor	Friday, 16 February 2024 (PMU to request for an urgent PC meeting)
Commissioner's Approval of contract award to the successful contractor	Monday, 19 February 2024
Appointment of successful contractor through letter of award	Tuesday, 20 February 2024
Unsuccessful Bidders notified of outcome	Tuesday, 20 February 2024
closing date for the Submission of Performance guarantee to NamRA	Monday, 26 February 2024
due date for Contract signing between NamRA Commissioner and successful contractor	Tuesday, 27 February 2024
Site Handover to the successful contractor at Trans Kalahari Boarder Post [Contractor resumes full operational construction activities].	Thursday, 29 February 2024
Duration of the construction period	Construction to be completed in accordance with timelines stipulated in the signed contract (TWO CALENDAR MONTHS). However, project is anticipated to be completed before 01 <sup>st</sup> May 2024.
<b>INAGURATION OF OSBP</b>	<b>Wednesday, 01<sup>st</sup> May 2024</b>

**//END.**