

REQUEST FOR QUOTATION FOR CONSULTANCY SERVICES

Procurement Reference No: CS/RFQ/NAMRA/01-01/2024

Cost: Free

**PROJECT TITLE: PROCUREMENT OF A LAND
SURVEYOR FOR THE ESTABLISHMENT OF A
ONE-STOP BORDER POST AT KATIMA MULILO
BORDER POST IN THE ZAMBEZI REGION**

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

COMPANY NAME: _____

TOTAL BID AMOUNT VAT INCLUSIVE: _____

LETTER OF INVITATION

To: Prospective Bidders

25 March 2025

Procurement Reference No: CS/RFQ/NAMRA/01-01/2024

PROJECT TITLE: PROCUREMENT OF A LAND SURVEYOR FOR THE ESTABLISHMENT OF A ONE-STOP BORDER POST AT KATIMA MULILO BORDER POST IN THE ZAMBEZI REGION

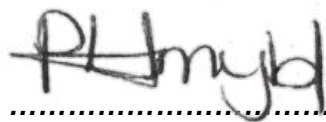
Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of Consultancy Services described in the above-mentioned subject matter. Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: procurementclarification@namra.org.na

The Quotation/Bid Box is located in Post Street Mall, NamRA Head Quarters, Town Square Building, Upper Retail Floor.

DEADLINE FOR BID SUBMISSION: FRIDAY, 28 MARCH 2025 AT 11:00 AM

Yours faithfully



.....
MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT



I) TERMS AND CONDITIONS AND BIDDING EVALUATION PROCEDURE:

As per NamRA Internal Procurement Policy, bids that are above the prescribed threshold will be evaluated in three stages namely, stage one, two, and three respectively by BEC appointed by the Accounting Officer / Commissioner and subsequently a BEC report and Minutes of Meeting proceedings will be submitted to the Procurement Committee (PC) for review and recommendation of award to the successful bidder. Finally, PC will submit to the Accounting Officer for further review and approval/decline of award thereto.

STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification which means the bidder will not be evaluated for stage 2.

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. A valid original or certified copy of a certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. Provide copies of Identification Documents for all shareholders.	
2. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from the Receiver of Revenue duly certified from Namibian Police or Commissioner of Oaths. For Individual Consultants bidding without company registration should attach personal individual good standing certificate of Income Tax.	
3. Submit a valid original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police.	
4. Submit valid certified copy of SME certificate, indicating SME status of bidding company (if any)	
5. The experience required to be demonstrated by the Bidder should include as a minimum of five (5) years in land surveying or similar. The bidder must submit at two (2) purchase order and reference letter or completion certificate from the Clients with similar work not older than five (5) years at the time of bid submission.	
6. At least one (1) key personnel with at least three (3) years of general experience in land surveying plus relevant academic qualification in land surveying.	
7. The key personnel required under 6 above must be registered with the Namibia Council for Professional Land Surveyors, Technical Surveyors, and Survey Technicians for the last five years – Good Standing (provide proof)	

STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

Bidders must quote exactly on the specifications of services listed below rather than suggesting alternatives. Any alternative is regarded as deviation and non-compliance to the Clients set technical specification for services. Refer to the attached ANNEXURES for detailed specification.

Bidders are required to quote all the items listed below as failure would deem the bid non-responsive.

[Bidders should complete columns C and D with the specification of the goods offered. Also State “comply” or “not comply” and give details of any non-compliance/deviation to the specification required].

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	<p>Land Surveyor shall undertake all elements of scope indicated on page 8 -9 of the bidding document</p> <p>Deliverable for A & B: The Land Surveyor report is required to be submitted to NamRA within two (2) weeks from date of issuance of letter of award to the successful Land Surveyor.</p>		
2	<p>Material Technician shall undertake all elements of scope indicated on page 9 -10 of the bidding document</p> <p>Deliverable for 1: The Material Technician report is required to be submitted to NamRA within two (2) weeks from date of issuance of letter of award to the successful Land Surveyor</p>		

Note: The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.

STAGE THREE: FINANCIAL EVALUATION

This stage determines the lowest quoted bidder. This is the third and final stage of bid evaluation. The suppliers that will quote exactly as per our specifications on Stage two and equally pass Stage one will be evaluated in stage three. THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT THROUGH ISSUANCE OF LETTER OF AWARD.

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
1	Land Surveyor and Material Technician Financial Proposal (see attached terms of reference on page 7-10 of the bidding document) <i>The bidder must ensure that all costs such as transportation, accommodation etc are incorporated in the quoted prices on the table above.</i>	1	each		
Total price Excluding VAT					
Vat 15%					
Total price Including VAT					

II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA completion period for this project is within fourteen (14) "calendar days" as from the date of order placement / issuance of letter of award.
- (b) The tests and inspections of quality, quantity and correct specifications for work done on site will be conducted upon delivery by Assets and Facilities Team in liaison with the respective Regional Manager. *Any deviations to the delivery of works will be regarded as not complete and payment will only be processed for works certified correctly by Assets and Facilities.*
- (c) Validity period offer / quotation: 180 calendar days as from closing date set for submission of quotations.
- (d) Prospective bidder/s should ensure to initial every page of this bid document.
- (e) A job card for daily work done should be signed off by the respect Regional Manager

I/We agree to supply, install and deliver the abovementioned goods, services and works at price/s quoted by me/us and subject to terms and conditions stipulated above in Clause I and II of this bid.

Bidder / Director's Full names.....

Signature.....

Date.....

Bidder's company stamp:

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: CS/RFQ/NamRA/01-01/2024

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibian (Yes/No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

Date: [insert day, month, and year]

TERMS OF REFERENCE

NamRa invites quotations from suitably qualified and reputable material and surveying firms to assist the project team in conducting a feasibility study on the establishment of a One-Stop Border Post (OSBP) at Katima Mulilo Wenela Border Post in the Zambezi Region. This study is commissioned on behalf of the Namibia Revenue Agency (NamRA).

The feasibility study will focus on Portions 1–11 of Wenela Farm No. 2029, covering an area of 364 hectares. The primary objective is to assess the suitability of this land for the proposed OSBP development. The study will evaluate existing infrastructure, environmental conditions, and logistical requirements necessary for successful implementation. The findings will provide critical insights to guide strategic planning, ensuring the project aligns with operational needs, regulatory standards, and regional trade facilitation goals.

Firms engaged in this process will collaborate closely with the project team, providing their expertise in material testing, land surveying, and other essential technical services to support the successful execution of the study.

PROJECT INFORMATION

NamRA is a semi-autonomous State Revenue Agency established under the Namibia Revenue Agency Act, 2017 (Act No. 12 of 2017). It administers Namibia's tax system and Customs & Excise services.

The governments of the Republic of Namibia and the Republic of Zambia have signed a bilateral agreement to establish and implement an OSBP at the Katima Mulilo Border Post. This initiative aims to enhance trade facilitation by improving the efficiency of goods and passenger movement within the Southern African Development Community (SADC) region.

As the lead agency, NamRA intends to develop a modern border facility, comprising office buildings, staff accommodations, office spaces, meeting rooms, a reception area, parking facilities, driveways, landscaping, and other necessary infrastructure.

DETAILS ON THE APPOINTMENT OF LAND SURVEYORS

The experience required to be demonstrated by the Bidder should include as a minimum of five (5) years in land surveying or similar. The bidder must submit at two (2) purchase order and reference letter or completion certificate from the Clients with similar work not older than five (5) years at the time of bid submission.

At least one (1) key personnel with at least three (3) years of general experience in land surveying plus relevant academic qualification in land surveying.

The key personnel required must be registered with the Namibia Council for Professional Land Surveyors, Technical Surveyors, and Survey Technicians for the last five years – Good Standing.

SCOPE OF WORK

- A) detail / topographical survey is thus required for the designs. Hence your reputable company is hereby requested to provide a quotation for these works as per Terms of Reference. The quotation is required at least by Friday, 28 March 2025 by 11:00am.
- B) Survey information is requested in the following format:
1. Obtain all relevant cadastral information for the site Portions 1-11, drafting of the cadastral information on the survey key plan, including any of the survey required below, and supplying copies of all the relevant SG diagrams.
 2. Topographical survey of the site (boundary to boundary)
 3. Aerial image survey of the site (boundary to boundary)
 4. Survey information to be e-mailed in digital terrain mode (DTM) format, with triangulation done by the Surveyor with maximum points 5m apart, and a grid spacing of 100m,
 5. The accuracy of any point in the DTM shall be such that the mean square error of the elevation of such points shall as determined from the DTM when compared with elevation of such points as determined in the field not exceed 100mm, unless otherwise agreed,
 6. Contour intervals shall be:
 - 0,5m for ground slopes less the 10 percent; and
 - 1,0m for ground slopes in excess of 10 percent,
 7. The surveyor shall supply a list explaining the point description codes to the Engineer together with the DTM,
 8. All survey shall be located in X, Y & Z directions based on the national system of the applicable country as followed;
 - South Africa: Hartebeeshoek 1994 system with the longitude of origin (LO) relevant to the area being surveyed,
 - Namibia: Schwarzeck datum system with the longitude of origin (LO) relevant to the area being surveyed,
 - All other Countries; The local nationally recognised system of the country being surveyed,
 - Large areas; Where national survey systems are inadequate for the area being surveyed, the survey will be to the universal transverse mercator (UTM) system, with that applicable grid as relevant to the country being surveyed, to be confirmed with the Engineer,
 9. Photos of all permanent structures and services (reservoirs, pump stations, buildings etc.) at a size not less than 3 Mega pixels,
 10. One Master Plan (incorporating all survey layout plans) shall be submitted in DWG and DXF format and including all the following detail:

- All erven with stand numbers,
 - Position of existing services, (water, sewer, electrical lines)
 - Contour values at frequent intervals as per specified accuracy,
- All natural topographical features such as rivers, streams, eroded areas, gullies, etc. The names (if any) of such features and the directions of flow where applicable, should be indicated on the layout plans,
- All man-made topographical features, such as excavations, quarries, cuts, embankments and fills, including all break point, toe- and pick-point lines,
- Bush, scrub and plantations, cultivated and wooded lands, rock outcrops, individual trees; the outline of such areas should be properly shown wherever it is clear cut,
- Roadways (showing tarred width), road shoulders, footpaths and associated structures (bridges, culverts, etc.) with the destination of all main roads leaving the street being shown. Bridge openings and culvert sizes, road numbers or street names and kilometre boards should also be shown,
- Power and telephone lines (showing individual poles/pylons of power lines and telephone carrier routes,
- All underground pipelines, or cables and associated structures (manholes, valve chambers, reservoirs, pump stations etc.), including bottom/invert level, full water level and top of manholes, valve chambers, reservoirs, pump stations etc., including size and position of all incoming and outgoing pipes,
- Gates and fences (differentiating between ordinary, stock-proof, jackal-proof and security fences) etc. All access points to main roads should also be indicated,
- Wells, boreholes,
- All existing buildings and/or ruins,
- Existing survey and trig beacons that can be identified with the mapping area (for example those alongside provincial and/or national roads), with directions to all adjoining beacons, the stations number and the reduced level. In addition, a co-ordinate list indicating the LO-System, the co-ordinates of the individual points and/or beacons and the survey date should be indicated.

DETAILS ON THE APPOINTMENT OF A MATERIAL TECHNICIAN

NamRA seeks quotations from experienced and registered Namibian Material Technicians. The appointed surveyor will be required to undergo NamRA's security vetting process.

They must possess the necessary skills, experience, and capacity to complete the required scope of work within the designated timeframe (2weeks).

SCOPE OF WORK

The appointed Material Technician shall undertake the following tasks:

1. Bearing capacities and settlement analysis of in-situ material
 - Existing buildings foundation investigation
 - Existing Founding depth type, and bearing capacity
 - CBR and Indicator testing of the in-situ materials and the usability (randomly around the site)
 - Chemical analysis of in-situ material and Chemical analysis of ground water if encountered
 - Geological uniformity/variability of the site
 - Other geotechnical constraints of the site

GENERAL PLAN NO.B..

OF THE SUBDIVISION OF

FARM WENELA NO.2029

INTO PORTIONS 1 TO 21 AND THE REMAINDER

VIDE DIAGRAM S.G. NO.A553/2007

SITUATE IN THE REGISTRATION DIVISION B
ZAMBEZI REGION
REPUBLIC OF NAMIBIA

Scale 1:8000

Surveyed between September 2014 and August 2016 by me

F Mutengu
Land Surveyor

ZAMBIA

NAMIBIA

ZAMBIA

ZAMBIA

X -501500

Y -81000

Y -81000

X -501500

X -499500

Y -80000

X -499500

CO-ORDINATES				
LO22/25			WGS84	
	Y	X	LATITUDE (S)	LONGITUDE (E)
			DD MM SS.SSSS	DD MM SS.SSSS
A1	+84015.29	-499569.97	17 29 10.2640	24 12 26.4431
A2	+83160.65	-499783.66	17 29 03.4287	24 12 55.4387
A3	+82927.26	-499841.99	17 29 01.5624	24 13 03.3560
A4	+82903.44	-499724.40	17 29 05.3901	24 13 04.1472
A5	+83156.49	-499657.90	17 29 07.5199	24 12 55.5620
A6	+83018.94	-499047.60	17 29 27.3872	24 13 00.1393
A7	+82921.77	-499071.21	17 29 26.6320	24 13 03.4362
A8	+82899.75	-498973.65	17 29 29.8081	24 13 04.1690
A9	+83001.02	-498953.24	17 29 30.4584	24 13 00.7338
A10	+83144.03	-498862.67	17 29 33.3800	24 12 55.8788
A11	+81305.76	-499309.66	17 29 19.0867	24 13 58.2399
A12	+81404.16	-499746.04	17 29 04.8828	24 13 54.9648
A13	+81407.46	-499760.67	17 29 04.4059	24 13 54.8544
A14	+81505.95	-500197.35	17 28 50.1903	24 13 51.5748
A17	+80728.57	-500365.10	17 28 44.8369	24 14 17.9445
A18	+80617.81	-499942.40	17 28 58.5979	24 14 21.6412
A19	+80614.01	-499927.87	17 28 59.0708	24 14 21.7679
A20	+80503.24	-499504.80	17 29 12.8447	24 14 25.4655
A21	+79894.91	-499652.72	17 29 08.1121	24 14 46.1031
A22	+79944.12	-499870.79	17 29 01.0133	24 14 44.4643
A23	+79989.42	-500071.45	17 28 54.4810	24 14 42.9558
A24	+79992.60	-500085.56	17 28 54.0216	24 14 42.8498
A25	+80086.83	-500503.89	17 28 40.4038	24 14 39.7116
A26	+79951.16	-500533.11	17 28 39.4704	24 14 44.3147
A27	+79866.61	-500388.86	17 28 44.1748	24 14 47.1579
A28	+79800.96	-500276.87	17 28 47.8242	24 14 49.3699
A29	+79778.56	-500147.79	17 28 52.0251	24 14 50.1120
A30	+79786.13	-500133.03	17 28 52.5040	24 14 49.8536
A31	+79783.64	-500118.72	17 28 52.9699	24 14 49.9365
A32	+79772.50	-500112.88	17 28 53.1611	24 14 50.3128

AREAS	
Portion number	Hectares
1	198,0964
2	3,0466
3	0,9961
4	35,4952
5	28,0831
6	8,4529
7	4,4088
8	4,5932
9	27,4433
10	36,1915
11	4,3825
12	9,1691
13	18,902
14	10,3561
15	1,0232
16	8,0019
17	9,6255
18	10,0997
19	579,9830
20	10,0021
21	8,8157

CO-ORDINATES				
LO22/25			WGS84	
	Y	X	LATITUDE (S)	LONGITUDE (E)
			DD MM SS.SSSS	DD MM SS.SSSS
A33	+79739.13	-499920.81	17 28 59.4123	24 14 51.4184
A34	+79700.75	-499699.93	17 29 06.6015	24 14 52.6899
A35	+79572.64	-499731.09	17 29 05.6036	24 14 57.0366
A36	+79552.54	-499650.20	17 29 08.2382	24 14 57.7056
A37	+79691.23	-500208.43	17 28 50.0642	24 14 53.0796
A38	+79715.53	-500306.22	17 28 46.8802	24 14 52.2694
A39	+79791.82	-500449.93	17 28 42.1983	24 14 49.7038
A40	+79745.80	-500487.50	17 28 40.9996	24 14 51.2424
A41	+79854.30	-500700.14	17 28 34.0506	24 14 47.6184
A42	+80020.88	-500652.05	17 28 35.5934	24 14 41.9665
A45	+79326.06	-500008.58	17 28 56.6100	24 15 05.4297
A46	+79258.63	-500074.97	17 28 54.4508	24 15 07.7255
A47	+79183.98	-500010.92	17 28 56.5521	24 15 10.2452
A48	+79257.21	-499936.62	17 28 58.9593	24 15 07.7538
A49	+79173.54	-499996.80	17 28 57.0127	24 15 10.5975
A50	+79337.53	-499837.84	17 29 02.1399	24 15 04.9854
A51	+79337.81	-499823.55	17 29 02.6267	24 15 05.0073
A52	+79365.75	-499831.36	17 29 02.3677	24 15 04.0600
A53	+79260.67	-499719.61	17 29 06.0172	24 15 07.6077
A54	+79261.13	-499705.29	17 29 06.4832	24 15 07.5894
A55	+79250.82	-499694.54	17 29 06.8337	24 15 07.9383
A56	+79236.72	-499694.12	17 29 06.8492	24 15 08.4163
A57	+79134.24	-499585.19	17 29 10.4182	24 15 11.8999
A58	+79123.34	-499595.45	17 29 10.0725	24 15 12.2458
A59	+78933.92	-499773.58	17 29 04.3028	24 15 18.6890
A60	+79443.19	-499533.90	17 29 12.0359	24 15 01.3953
A61	+79432.95	-499523.01	17 29 12.3918	24 15 01.7406
A62	+79323.65	-499406.77	17 29 16.1862	24 15 05.4298

CO-ORDINATES		
LO22/25		
	Y	X
A63	+79005.16	-498885.77
A65	+78741.75	-498613.36
A66	+78634.03	-498546.54
A67	+78584.14	-498515.59
A68	+78448.27	-498464.05
A69	+78362.08	-498447.07
A70	+78573.83	-498189.81
A71	+78760.43	-498342.79
A72	+78938.81	-498489.04
A73	+79069.14	-498782.63

BEACONS DESCRIPTION

A.....16mm iron peg in concrete
B, D, P.....20mm round iron peg
C, F.....Iron standard
E, G, N.....30mm iron pipe
Q.....Iron standard in concrete
All other beacons :.....16mm round iron peg

Area: 5799621.228

X -497500