



## CALL FOR EXPRESSION OF INTEREST

Issued on: 13 March 2024

### Prequalification of Training Officers for short-term training courses for NamWater HRDC Training Centre.

Procurement reference Number: NCS/EOI/NW-001/2024

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Contact Phone number	Work:	Mobile:

Att: Procurement Management Unit (+264 61 71 2009, Bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Tuesday, 23 April 2024 at 11h00**

**NO LATE BIDS WILL BE ACCEPTED!**

## **Section 1: Instructions to Bidders**

### **1 Invitation**

The Namibia Water Corporation (NamWater) hereby invites qualified Consultants (training officers) to submit Expression of Interest (EOI) documents (in English language) for the provision of Non Consultancy services. The purpose of this invitation is to prequalify suitable Consultants who will then be invited to submit training content.

### **2. Instructions to Bidders**

#### **2.1. The Expression of Interest Document**

The Expression of Interest document shall have the following structure and content and shall be presented in the same sequence as shown below:

- (a) **Cover Letter**, comprising the lead consultant's name, address, contact person, telephone, fax and e-mail, if applicable, mentioning the association for this project.
- (b) **Presentations of firms Mandatory Documents:** (As per requirements)
- (c) The Expression of Interest documents shall be submitted in one original and one copy (both hard copies) in English language, to Namibia Water Corporation Ltd only, at the following addresses not later than the date indicated in the advertisement:

**Namibia Water Corporation**

**76 Iscor Street**

**Northern Industrial Area**

**Windhoek**

**Tel: 061 710 000**

**[Bids@namwater.com.na](mailto:Bids@namwater.com.na)**

#### **2.2 Deadline for Document Submission**

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number and should be deposited in the Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **23 April 2024 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

**Expression of Interest received by e-mail will not be considered.**

##### **2.2.1. Opening of Bids**

Bids will be opened at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **23 April 2024 at 11h05**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

#### **2.3. Request for Clarifications**

NamWater, either at its own initiative or in response to clarifications requested by an interested consultant, may clarify this invitation. Applicants may request a clarification (via email) of the

prequalification document no later than fourteen (14) days prior to the deadline for the submission of request of application. Such information shall be sent in writing by email to all parties, which have informed NamWater about their participation. Any request for clarification should be forwarded in writing (preferably by email) to NamWater Procurement Management Unit.

For **Clarification of bid purposes** only, the address is:

Attention: **Procurement Management Unit**

Address: **176 Iscor Street, Aigams Building**

Town: **Windhoek**

Email: [Bids@namwater.com.na](mailto:Bids@namwater.com.na)

## **2.4 Evaluation Criteria**

- A. This bid is issued in terms of Section 29 (1) (b) of the Public Procurement Act, Act 15 of 2015.

**Section 29 (1) (b) of the PPA reads as follows:**

**(1) A public entity may limit participation in open advertised bidding proceedings-**

**“(b) to –**

- (i) an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia;
- (ii) a co-operative registered under the laws regulating co-operatives in Namibia
- (iii) a trust registered under the laws regulating trusts in Namibia
- (iv) A partnership or a joint venture or a similar agreement,

In which Namibian citizens own 51 percent equity.

- (a)** After opening the Expression of Interest documents until preparation of the short-list of the qualified Institutions and Individuals no communication of any type shall be entertained unless called for by the **Procurement Management Unit ([Bids@namwater.com.na](mailto:Bids@namwater.com.na))**, for **purpose of clarification during evaluation.**
- (b)** A short-list consisting of all bidders who attained a minimum of 70% and above in the overall evaluation will be established. The short-listed training officers will be prequalified and enter into a supply agreement with NamWater on an ad hoc basis when the need arises; firms not prequalified will be informed accordingly.

## 2.5. Mandatory Document

Item	Requirement	Responsive	Non - Responsive
1.	Bidder has submitted an original copy of company registration founding statement ( <b>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).</b>		
2.	Bidder has submitted valid copies of Namibian Identification Documents of all shareholders ( <b>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).</b>		
3.	Bidder has an original valid good Standing TAX Certificate ( <b>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).</b>		
4.	Bidder has an original valid good Standing Social Security Certificate ( <b>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).</b>		
5.	Bidder has a valid certified copy of Affirmative Action Compliance Certificate, proof of Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 ( <b>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).</b> If applicable		
6.	A comprehensive <b>Company profile</b> shall be submitted by the Bidder that includes the following information: Bidder's physical and postal address, contact details, organizational structure.		
7.	In terms of labour law legislation, the bidder must sign an undertaking form of section 138 of the Labour Act, 2015 and section 50 (2) (D) of the Public Procurement Act, 2015.		
<b>OVERALL LEGAL COMPLIANCE</b>			
<b>Submission of the above is MANDATORY and any bidder deemed non responsive at this stage will not be considered further</b>			

## 2.5. Evaluation and Qualification Criteria

#	Criteria	Criteria application	Max Score (Marks)
1	<b>Provide reference letters</b>	<p>Bidder must submit contactable reference letters confirming implementation of subject/training applying for or testimonial letter for an individual applicant in confirmation of the experience.</p> <ul style="list-style-type: none"> <li>• Three (3) or more Letters (20 Marks)</li> <li>• Two (2) Letter (10 Marks)</li> <li>• One (1) Letter (5 Marks)</li> </ul>	20%
2.	<b>Provide Company profile</b>	<p>Detailed company profile indicating the following:</p> <ul style="list-style-type: none"> <li>✓ Physical and Postal address</li> <li>✓ Contact details</li> <li>✓ Registration documents in terms of company applying</li> <li>• Detailed company profile (10 marks)</li> <li>• Company profile not clearly narrated (5 marks)</li> <li>• No company profile ( 0 marks )</li> </ul>	10%
3.	<b>Experience</b>	<p>Experience in the applied training field. Individual consultant or leader of the consultancy team must have a minimum of three (3) year's teaching experience or at least having implemented 5 training sessions of subject applying for a company or consultant.</p> <ul style="list-style-type: none"> <li>• 3 years or 5 training sessions (30 marks)</li> <li>• 2 years (20 marks)</li> <li>• 1 year (10 marks)</li> <li>• Less than 1 year ( 0 marks )</li> </ul>	30%
4.	<b>Qualifications</b>	<p>Relevant Diploma or Degree in Finance/Economic/Business Administration/Commerce or relevant for entrepreneurship training</p> <p>Technical qualification for Technical drawing/Building drawing</p> <p>A.I.A certificate or equivalent to offer safety related courses for applicants applying to offer the Health and Safety subjects.</p> <ul style="list-style-type: none"> <li>• Relevant Diploma/Degree or higher (30 marks)</li> <li>• Technical qualification (level 5) ( 30 marks )</li> <li>• A.I.A certificate or equivale for safety related courses (30 marks)</li> </ul>	30%

<b>5.</b>	<b>Methodology and work plan</b>	Adequacy of the proposed stated training plan or Scheme of Work and methodology in responding to the Terms of Reference: <ul style="list-style-type: none"> <li>• Training plan or Scheme of Work with clearly narrated delivery methodology and time line (10 marks)</li> <li>• Training delivery plan not clearly narrated (5 marks)</li> <li>• No work plan (0 marks)</li> </ul>	10%
<b>Total Score</b>			<b>100%</b>

- a) All Applicants whose Applications substantially meet or exceed the minimum of **70 percent** and all the specified qualification requirements in the prequalification document will be prequalified.
- b) NamWater shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- c) Applicants who have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.
- d) NamWater reserves the right to accept or reject any Application, to annul the prequalification process and to reject all Applications at any time, without thereby incurring any liability to the Applicants.
- e) The preparation and submission of the prequalification document is the responsibility of the applicant, and no relief or consideration can be given for errors and omissions.
- f) After opening the prequalification documents until the preparation of the shortlist of qualified consultants, no communication of any type shall be entertained unless called for by NamWater.

## **Section 2: Scope of Services**

### **1. Objective**

The Vocational Education and Training (VET) sector in Namibia is governed by the 2008 Vocational Training Act, which seeks to improve access to and the quality of VET skills to increase the number of qualified workers, well trained to meet the labour market requirements, and to contribute to the economic growth of the country. In response to the above, NamWater owns an accredited vocational training centre (HRDC) that offers various accredited trades from Level 1 to Level 3 respectively.

To ensure service delivery, the Training centre (HRDC) is hereby looking for preferred service providers or qualified individual to render services on a short-term basis for the academic year 2024. The subjects are as follows:

1. Entrepreneurship
2. Basic first Aid
3. HIV and AIDS
4. Health and Safety
5. Basic Communication Skills
6. Technical Drawing/ Building Drawing

### **2. Scope of work**

The applicant / service provider is expected to cover but not limited to the following.

- a) To deliver training to trainees as per the Namibia Training Authority (NTA) Unit standards.
- b) To develop assessment tools with memorandums for tests and for internal summative assessment per subject.
- c) To mark and capture formative and summative results.
- d) To offer re-training and re-assessment if applicable.
- e) Keep proper filing / records for training and assessment.

### **3. Expected deliverables & requirements.**

- Applicant / service provider requirements
  - ✓ Company profile with registration documents, in terms of company applying.
  - ✓ Comprehensive CV for the applicant / facilitator.
  - ✓ Certified copies of relevant qualification for the subject applying for (for applicant/ facilitator).

- ✓ 3 years of teaching experience for applicants or at least having implemented 5 training of subject applying for as a company.
- ✓ 3 contactable references confirming implementation of subject/training applying for or and a testimonial letter for an individual applicant in confirmation of the experience.
- ✓ A.I.A certificate or equivalent to offer safety relates courses for applicants applying to offer the Health & safety subjects.
- Deliverable during/ after service rendering
- ✓ Prepared Scheme of Works and lesson plan before commencing of classes in line with the training centre training Calendar.
- ✓ At least two (2) designed assessment instruments and memorandums of formative and summative assessment as per the training calendar.
- ✓ Submit captured formative and summative assessment results as well as re-assessment results.
- ✓ Submission of attendance register of initial training and re-training.
- ✓ Updated trainer file which includes all the relevant training documents and academic results.

#### **4. Financial**

The preferred applicant/ company will only be requested to submit their quotations during the period of implementations of the training in line with the training calendar and training to be covered at that point in time.



**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1)(b) and 37(5))**

**Date:** .....[Day/month/year].....

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity and address].....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**\*delete if not applicable / appropriate**



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I .....[insert full name], owner/representative  
of .....[insert full name of company]  
hereby undertake in writing that my company will at all relevant times comply  
fully with the relevant provisions of the Labour Act and the Terms and Conditions  
of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in  
section 138 of the labour Act, 2007, which include but not limited to the  
cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

*1. A labour inspector may conduct unannounced inspections to assess the level of compliance*

*2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*