



CALL FOR EXPRESSION OF INTEREST

Issued on: 13 November 2023

**For the
Prequalification of Consultants**

**Consulting Services for the Omatjenne – Otjiwarongo Water
Supply Scheme Upgrade Project**

Procurement Reference: SC/EOI/NW-003/2024

Table of Contents

| | |
|--|----|
| SECTION 1: Instructions to Bidders | 3 |
| 1 Invitation | 3 |
| 2 Procurement Objectives | 3 |
| 3. Instructions to Bidders..... | 3 |
| 3.1 Time Schedule..... | 3 |
| 3.2 The Service Provision Team | 4 |
| 3.3 Association of Consulting Team..... | 5 |
| 3.4 The Expression of Interest Document..... | 5 |
| 3.5 Deadline for Document Submission | 6 |
| SECTION 2: Evaluation Criteria and Scoring | 7 |
| 1. Evaluation Criteria..... | 7 |
| SECTION 3: Expression of Interest Forms | 11 |
| 1. ANNEX I – Declaration of Submitting a Proposal in Case of Being Shortlisted | 11 |
| 2. ANNEX II - Declaration of Association | 12 |
| 3. ANNEX III – Declaration on Affiliated Firms | 13 |
| 4. ANNEX IV – Declaration of Undertaking..... | 14 |
| 5. ANNEX V – Certified/Audited Statement of Financial Capacity..... | 15 |
| 6. ANNEX VI – Project Experience | 16 |
| 7. Annex VII-Experience Of Experts / Personnel Structure | 19 |
| 8. ANNEX VIII – Form On Methodology of Knowledge Transfer From Key Experts..... | 20 |
| 8.1 Identification and Qualification of Local Personnel..... | 20 |
| 8.2 Methodology for Knowledge Transfer | 21 |

SECTION 1: Instructions to Bidders

1 Invitation

The Namibia Water Corporation (NamWater) hereby invites qualified Consultants to submit Expression of Interest (EOI) documents (in English language) for the provision of Engineering Consultancy services. The purpose of this invitation is to prequalify suitable Consultants who will then be invited to submit proposals for the upgrading of the Omatjenne - Otjiwarongo Water Supply Scheme, including Mechanical and Electrical Engineering (M&E) systems and Civil infrastructure.

The M&E systems upgrade and/or replacement include boreholes, pump stations, gas chlorination disinfection, water quality online instrumentation, communications (via SCADA), etc. The Civil infrastructures involves the refurbishing/replacement of aging pump station and borehole housing.

The invitation is in line with the provisions of Section 35(2) of the Public Procurement Act, Act 15 of 2015.

2 Procurement Objectives

The overall objective of this procuring process is to source multi-disciplinary Engineering Consultancy Services for the design, construction bidding document compilation and construction supervision to upgrade and/or replace the various M&E equipment and Civil infrastructure of the Omatjenne – Otjiwarongo Water Supply Scheme. This might also include the implementation of new facilities. These systems (as outlined in this document) must be able to meet the scheme's production and conveying capacity for the next 15 years at a respective operation of 20 hours per day for M&E equipment and 40 years for Civil infrastructure.

This Expression of Interest (EOI) is to short-list reputable Engineering Consultancy firms for the abovementioned consultancy services.

3. Instructions to Bidders

3.1 Time Schedule

The work, that will eventually culminate in the design and commissioning/decommissioning of the systems' components, and for which the Expression of Interest is the starting point, is estimated to progress as follows:

- (a) Short listing of eligible consultants from this Expression of Interest (EOI) provisions (± 2 months)
- (b) Request for Proposal (RFP), evaluation and award successful consultant (±3 months)
- (c) Submit and approval of conceptual, preliminary and detail design (± 6 months)
- (d) Compile construction tender documents, invite bidders and bids evaluation to procure contractor (± 3 months)
- (e) Supervise construction (± 12 months)

- (f) Commissioning of the upgrade work and decommissioning of redundant equipment (\pm 1 month)

3.2 The Service Provision Team

The Consultant’s team of experts shall provide the required services. The consultant shall fulfil its tasks and services in Namibia and the nominated team leader will be responsible for ensuring a well-planned, coordinated and effective interaction with all concerned participants in order to ensure a timely and successful completion of the project. The core team shall comprise, as a minimum, of the following professionals, registered with the Engineering Council of Namibia, or equivalent body in the country of registration and of which the experience is in water supply infrastructure and related services:

1. Team Leader / Project Manager;
2. Registered Mechanical Engineer;
3. Registered Electrical Engineer;
4. Registered Electronic Engineer (SCADA);
5. Registered Civil/Structural Engineer
6. Registered Resident Engineers (Mechanical, Electrical and Civil/Structural)

It is preferred that the above professionals be sourced from within Namibia. In the event that the above professionals are sourced from outside Namibia, respective understudies to these professionals must be identified; and in addition, the key experts sourced from outside Namibia must be registered with their respective Engineering Councils.

Again, it is emphasized here that the Consultant’s methodology to transfer knowledge, in the event that key personnel is sourced from outside Namibia will be evaluated for scoring purposes and should therefore be included as part of the bid (**Annexure VIII**).

The Consultant shall make available efficient management, backstopping and quality control services. In addition, the Resident Engineer, at the time of particular construction, must be an expert on the aspects under construction (if not multi discipline).

3.3 Association of Consulting Team

The Expression of Interest is conducted according to Section 29 a (i) and (b) of the Public Procurement Act, Act.15, 2015. Consultants are permitted to associate themselves with other Namibian Consulting companies meeting the requirements to ensure that all required know how and experience are available.

3.4 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, mobile, fax and e-mail, if applicable, mentioning the association for this project.
- (b) **Presentations of Firms** (maximum 5 pages, no brochures), in case of association for each firm separately, inclusive clear statements of type, property and key-tasks of the partners of the association, if applicable.
- (c) **Statements and Declarations** (in case of association the following documents shall be presented by all partners):
 - (i) Declaration of submitting a proposal in case of being short-listed (**Annex I**);
 - (ii) In case of an **association** the intended contractual arrangement needs to be specified (e.g. joint venture / consortium – jointly liable, etc.), nominating the lead consultant and including letter of intent of the associated and / JV partners (**Annex II**).
 - (iii) Statement on **affiliations** of any kind with other companies which may cause a conflict of interest in providing the envisaged services (**Annex III**).
 - (iv) Declaration of Undertaking (**Annex IV**): Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities will disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The declaration shall be submitted duly signed.
- (d) **Certified Audited Statement of Financial Capacity** of the Consultant (in case of joint venture / consortium (JV) – *severally and joint liability* - from all designated JV partners) over the last 2 years (balance sheets and profit and loss accounts of the last two years as indicated in **Annexure V**). In addition, a Letter of Intent/Proof of Credit Line from the Consultant's principal bank, to the value of a minimum NAD 3 million must be provided (in case of joint venture / consortium (JV) –*severally and joint liability*).
- (e) **Explanation of Understanding** (maximum of 5 pages) in which the Consultant elaborates on their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Consultant should highlight the problems being addressed and their importance, and explain the technical approach one would adopt to

address these problems. The Consultant should also explain the methodologies proposed for adoption.

If any of these items (a to e) are not included in the prequalification document, the application will be rejected without any further evaluation of the submitted documents.

- (f) **List of Project References (Annex VI)**, showing the specific experience acquired in projects carried out in the past 10 years and strictly related to water supply infrastructure and related services: **For each project listed a performance certificate must be provided for.**
- (g) **List of Available Personnel Structure:** Provide information for the key personnel as indicated in **Annexure VII**. In addition, provide personnel structure (organogram) that will be involved with this project.
- (h) The Expression of Interest documents shall be submitted in one original and one copy (both hard copies) in English language, to NamWater only, at the following addresses not later than the date indicated in the advertisement:

**NamWater
176 Iscor Street, Aigams Building
Windhoek
Tel: 061 710000**

- (i) All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the Consultants.
- (j) The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.

3.5 Deadline for Document Submission

Submission date for the information required for this prequalification is **16 January 2024**. The plan is to establish a short-list of prequalified consultants and to invite technical and financial proposals from these consultants.

SECTION 2: Evaluation Criteria and Scoring

1. Evaluation Criteria

- (b) This Expression of Interest will consist of the technical evaluation with a minimum score of 70%. Moreover, the minimum score for each of the six (6) key experts is also 70%. Specific evaluation criteria and their individual weight for the technical component are presented in **Table 1.0**. The Empowerment evaluation is illustrated in **Annexure VIII**.
- (c) After opening the Expression of Interest documents and until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by **NamWater, for the purpose of clarification during evaluation**.
- (d) A short-list consisting of the top four (4) bidders who attained a minimum of 70% in the overall evaluation will be established. The short-listed firms will be invited to submit a technical and financial proposal; firms not prequalified will be informed accordingly.

Table 1.0 Evaluation Criteria and Scoring

| Criteria | Maximum Score |
|--|---------------|
| 1 Evidence of comparable project references gained by Consultants during the past ten (10) years (<i>sector experiences of the firm</i>) (Annexure VI) | 30 |
| 1.1 List of Company completed projects in the field of Mechanical, Electrical and Civil Engineering in water supply (for conceptual design, preliminary design, detailed design and construction supervision) for production and conveying of $\geq 4\ 100\ m^3/day$ (for 20hrs a day) <ul style="list-style-type: none"> ● ≥ 5 projects = 30 points ● 4 projects = 26 points ● 3 projects = 18 points ● 2 projects = 12 points ● ≤ 1 projects = 0 points | 30 |

Section 2: Evaluation Criteria & Scoring

| | | | | |
|--|---|---|---|-----------|
| 2 Human Resources Capacities (key experts) (Annexure VII) | | | | 50 |
| 2.1 | Team Leader/Project Manager (70% minimum required) | | | 10 |
| | Academic Qualification + Experience + Professional registration | | List of completed projects in the water supply industry as Project Manager | |
| | Degree + ≥ 12 yrs + registration | 3 | ≥ 5 Projects | 7 |
| | Degree + 10 yrs + registration | 2 | 4 projects | 6 |
| | | | 3 Projects | 5 |
| | | | ≤ 2 Projects | 0 |
| 2.2 | Registered Mechanical Engineer (70% minimum required) | | | 8 |
| | Academic Qualification + Experience + Professional registration | | Projects for water works $\geq 5\ 000\ m^3/day$ (must include water works design, water works construction supervision and commissioning) | |
| | Degree + ≥ 6 yrs + registration | 3 | ≥ 5 Projects | 5 |
| | Degree + 5 yrs + registration | 2 | 4 Projects | 4 |
| | | | 3 Projects | 3 |
| | | | ≤ 2 Projects | 0 |

Section 2: Evaluation Criteria & Scoring

| | | | | | |
|-----|---|---|---|---|---|
| 2.3 | Registered Electrical Engineer (70% minimum required) | | | | 8 |
| | Academic Qualification + Experience + Professional registration | | List of Projects for Similar work (in the water supply industry only) | | |
| | Degree + ≥ 6 yrs + registration | 3 | ≥ 5 Projects | 5 | |
| | Degree + 5 yrs + registration | 2 | 4 Projects | 4 | |
| | | | 3 Projects | 3 | |
| | | | ≤ 2 Projects | 0 | |
| 2.4 | Registered Electronic Engineer (SCADA) (70% minimum required) | | | | 8 |
| | Academic Qualification + Experience + Professional registration | | List of Projects for Similar work (in the water supply industry only) | | |
| | Degree + ≥ 6 yrs + registration | 3 | ≥ 5 Projects | 5 | |
| | Degree + 5 yrs + registration | 2 | 4 Projects | 4 | |
| | | | 3 Projects | 3 | |
| | | | ≤ 2 Projects | 0 | |
| 2.5 | Registered Civil/Structural Engineer (70% minimum required) | | | | 6 |
| | Academic Qualification + Experience + Professional registration | | List of Projects for Similar work (in the water supply industry only) | | |
| | Degree + ≥ 6 yrs + registration | 3 | ≥ 5 Projects | 3 | |
| | Degree + 5 yrs + registration | 2 | ≥ 3 Projects | 2 | |
| | | | ≤ 2 Projects | 0 | |

Section 2: Evaluation Criteria & Scoring

| | | | | |
|----------|--|---|---|------------|
| 2.6 | Registered Civil/Structural, Electrical and Mechanical Resident Engineers (70% minimum required). Note: the total score for the resident engineers shall be determined by equally weighting the score of the resident engineers for the three (3) individual disciplines | | | 5 |
| | Academic Qualification + Experience + Professional registration | | List of Projects for Similar work (in the water supply industry only) | |
| | Degree + ≥6yrs + registration | 3 | ≥ 4 Projects | 2 |
| | Degree + 5yrs + registration | 2 | 3 Projects | 1 |
| | | | ≤ 2 Projects | 0 |
| 2.7 | Suitability of knowledge transfer methodology (Annexure VIII) in the event that proposed key staff are not Namibians (See Section I, Sub-section 3.2) or 100% Namibian on key experts | | | 5 |
| 3 | Finance Capacity | | | 15 |
| | Rating range > NAD 5 million | | 15 | |
| | Rating range ≥ NAD 3 – ≤ NAD 5 million | | 10 | |
| | Rating range < NAD 3 million | | 0 | |
| 4 | Clarity of Document | | | 5 |
| | Completeness of EOI submitted | | 5 | |
| | Degree of Understanding (refer to Explanation of Understanding) | | 2 | |
| | Content Related to Project (refer to Explanation of Understanding) | | 1 | |
| | Total | | | 100 |

SECTION 3: Expression of Interest Forms

1. ANNEX I – Declaration of Submitting a Proposal in Case of Being Shortlisted

Declaration of Submitting a Proposal in Case of Being Shortlisted:

.....
.....
.....

Project: Omatjenne – Otjiwarongo Water Supply Scheme Upgrade

Procurement Reference Number: SC/EOI/NW-003/2024

We hereby declare that in the event that
is shortlisted by the Employer to participate in the bidding phase for the assignment named above,
..... shall submit a proposal, subject to
the details of the bid documentation, and technical and financial practicability.

We request that the qualifications of the following Sub-Consultant(s) (if applicable) shall be considered by the Employer in the prequalification process,

List Sub-Consultants:
.....
.....

If short-listed, we undertake to submit a proposal that includes all of the above Sub- Consultants.

Signature of Applicant:

Initials.....

2. ANNEX II - Declaration of Association

Declaration of Association:

Project: Omatjenne – Otjiwarongo Water Supply Scheme Upgrade

Procurement Reference Number: SC/EOI/NW-003/2024

We hereby declare our intent to associate with the following firms for the purpose of forming a Joint Venture or Consortium (if applicable).

Joint Venture or Consortium:

Names of the other Association Members:

Name of Lead Consultant:

We hereby confirm that we have not associated with any other firms for the purposes of this assignment and that we will not submit an application separately from the firms listed above. Further, we understand that if a Consultant appears as an associate in more than one Application, all Applications in which the Consultant appears shall be disqualified.

In the event that this association is awarded a Contract, we shall perform the services in the composition and in the form of cooperation described above.

Signature of Applicant:

Initials.....

3. ANNEX III – Declaration on Affiliated Firms

Declaration on Affiliated Firms:

Project: Omatjenne – Otjiwarongo Water Supply Scheme Upgrade

Procurement Reference Number: SC/EOI/NW-003/2024

We hereby declare that

is an independent Consulting firm. We do not have any links, other than existing or future cooperation agreements in the field of,

Main Field of the Entity's Work:

.....

with other firms which may be interested in the execution of the project. Should we, or the association in which we are members, be awarded the contract, the entities with which we are affiliated, other than the associates or the sub-consultants for this assignment, shall not take part in the project in any other form or reveal information gained during the assignment concerned.

Signature of Applicant:

4. ANNEX IV – Declaration of Undertaking

Declaration of Undertaking:

Procurement Reference Number: SC/EOI/NW-003/2024

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws (Namibia labor Law and the International Labour Organization (ILO)) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of the Republic of Namibia.

.....

(Place) (Date) (Name of Company)

.....

(Signature(s))

5. ANNEX V – Certified/Audited Statement of Financial Capacity

| Financial Data | Year before Last Year (NAD) | Last Year (NAD) | Average¹ (NAD) | This Year (NAD) |
|--|------------------------------------|------------------------|----------------------------------|------------------------|
| Annual Turnover ² , excluding this Contract | | | | |
| Current Assets ³ | | | | |
| Current Liabilities ⁴ | | | | |

¹ Amounts entered in the ‘Average’ column shall be the mathematical average of the amounts entered in the two preceding columns of the same row

² The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year

³ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash

⁴ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short-term debt, accounts payable, accrued liabilities and other debts.

6. ANNEX VI – Project Experience

Please complete a table using the format below to summarize the **major relevant projects related to this project** carried out in the course of the past **10** years by the legal entity or entities making this application. Provide a minimum of two projects, each with a performance certificate. List the projects involving Mechanical and Electrical (M&E) systems and notable Civil (CIV) works.

| Project Title for M&E Systems and notable CIV Works | | | | | | | |
|--|--|------------------|------------------------------|--|-------------------------------------|----------------|---|
| Name of Legal Entity (Declaring Consultant) | Project Country | Value of Project | Value of Consulting Services | Proportion carried out by the Legal Entity (%) | Provided staff input (person month) | Name of Client | Dates (Start and End) |
| | 1. Detailed description of project (background, objectives and main activities) | | | | | | Services provided by the legal entity for the project |
| | | | | | | | |
| | 2. Detailed description of project (background, objectives and main activities) | | | | | | Services provided by the legal entity for the project |
| | | | | | | | |

☞ Add references letters/completion certificates, from the relevant clients, for each project completed

Initials.....

Section 3: Expression of Interest Forms

| Name of Legal Entity (Declaring Consultant) | Project Country | Value of Project | Value of Consulting Services | Proportion carried out by the Legal Entity (%) | Provided staff input (person month) | Name of Client | Dates (Start and End) |
|--|-----------------|------------------|------------------------------|--|-------------------------------------|----------------|---|
| 3. Detailed description of project (background, objectives and main activities) | | | | | | | Services provided by the legal entity for the project |
| | | | | | | | |
| 4. Detailed description of project (background, objectives and main activities) | | | | | | | Services provided by the legal entity for the project |
| | | | | | | | |

q Add references letters/completion certificates, from the relevant clients, for each project completed

Initials.....

Section 3: Expression of Interest Forms

| Name of Legal Entity (Declaring Consultant) | Project Country | Value of Project | Value of Consulting Services | Proportion carried out by the Legal Entity (%) | Provided staff input (person month) | Name of Client | Dates (Start and End) |
|--|-----------------|------------------|------------------------------|--|-------------------------------------|----------------|---|
| 5. Detailed description of project (background, objectives and main activities) | | | | | | | Services provided by the legal entity for the project |
| | | | | | | | |
| 6. Detailed description of project (background, objectives and main activities) | | | | | | | Services provided by the legal entity for the project |
| | | | | | | | |

qp Add references letters/completion certificates, from the relevant clients, for each project completed

Initials.....

7. Annex VII-Experience Of Experts / Personnel Structure

The table (below) will be used for evaluation criteria (in Table 1.0). In addition, the Consultant shall provide brief CVs for the proposed experts.

| Expert | Years of Prof. Exp. | Professional Education | Professional Registration | Function within Company | Description of Specific Project Related Experience | Languages |
|--|----------------------------|-------------------------------|----------------------------------|--------------------------------|---|------------------|
| Project Manager / Team Leader | | | | | | |
| Mechanical Engineer | | | | | | |
| Electrical Engineer | | | | | | |
| Electronic Engineer (SCADA) | | | | | | |
| Civil/Structural Engineer | | | | | | |
| Resident Engineer: Mechanical | | | | | | |
| Resident Engineer: Electrical | | | | | | |
| Resident Engineer: Civil/Structural | | | | | | |

8. ANNEX VIII – Form On Methodology of Knowledge Transfer From Key Experts

8.1 Identification and Qualification of Local Personnel

| Expert | Knowledge Transfer required? | Name of Identified Local Personnel | Academic Qualification of Local personnel |
|--|------------------------------|------------------------------------|---|
| | Yes/No | | |
| Project Manager / Team Leader | | | |
| Mechanical Engineer | | | |
| Electrical Engineer | | | |
| Electronic Engineer (SCADA) | | | |
| Civil/Structural Engineer | | | |
| Resident Engineer: Mechanical | | | |
| Resident Engineer: Electrical | | | |
| Resident Engineer: Civil/Structural | | | |

8.2 Methodology for Knowledge Transfer

(Use this format for each expertise wherever appropriate)

| Example: Registered Electronic Engineer (SCADA); | |
|---|--|
| Detailed Description of Knowledge Transfer | Expected Duration of Knowledge Transfer |
| | |