



REQUEST FOR EXPRESSION OF INTEREST

Issued on: 5 September 2025

For the Prequalification of Consultants

**Design, Supply, Delivery, Installation and Commissioning
of solutions to scale-related issues on water meters at
Karasburg, Maltahöhe and Khorixas water supply
schemes**

Procurement Reference No: SC/EOI/NW-001/2026

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

Att.: Procurement Management Unit
Namibia Water Corporation Ltd
Private Bag 13389,
176 Iscor Street, Northern Industrial Area
Windhoek, Namibia
Tel: +264-61-71 2009 / 2819
E-mail: bids@namwater.com.na

Closing Date: Tuesday, 21 October 2025 at 11h00
NO LATE BIDS WILL BE ACCEPTED!

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1. INVITATION

The Namibia Water Corporation (NamWater) hereby invites qualified Consultants, to submit Expressions of Interest documents for the provision of Consultancy Services. The purpose of the prequalification process is to shortlist suitable consultants who at a later stage will be invited through the Request for Proposal (RfP), to bid for solutions to scale-related issues at Karasburg, Maltahohe and Khorixas water supply schemes. This invitation is in line with the provisions of Section 35 (2) of the Public Procurement Act, Act 15 of 2015 as amended.

2. BACKGROUND

NamWater is a government-owned water utility in Namibia, established by the Namibia Water Corporation Act 12 of 1997. Its primary business is of bulk water supply to customers (i.e. individuals, mines, industries, local authorities, and irrigation schemes) in sufficient quantities, of a quality suitable for the customers' purposes, and by cost-effective, environmentally sound and sustainable means.

Currently, NamWater operates over 240 water supply schemes in Namibia that are supplied with raw water from various sources including dams, rivers and boreholes. Due to climate change and erratic rainfall, the quality of raw water continues to deteriorate thereby affecting the effectiveness of the current available water treatment processes and technologies. At most of the borehole schemes, hard water is the main challenge. Hard water contains high dissolved calcium and magnesium ions. When these ions exceed the solubility constant they precipitate, forming mineral deposits (scale) on surfaces of equipment (e.g. pumps, water meters, etc.). In water meters, this scale can accumulate on the moving parts. The scale buildup on water meters interferes with the meter's ability to accurately measure water flow, leading to under- or over-reporting of consumption. The deposits can also restrict the flow of water through the meter, reducing the amount of water that can pass through. In severe cases, the accumulation of scale can completely block the meter, rendering it unusable. Replacing or repairing water meters due to scale-related issues can lead to increased maintenance costs and reduced meter lifespan. Therefore, NamWater seeks for potential solutions to mitigate the effects of scale on water meters to ensure reliable water metering, accurate billing, and reduced maintenance costs.

To test the solutions being sought, NamWater selected three water supply schemes namely Karasburg, Maltahöhe and Khorixas with a total hardness (calcium and magnesium) of 473.2 mg/L, 451.3 mg/L and 660.8 mg/L, respectively. The raw water quality for these schemes is shown in the table below.

Water supply scheme	Water Quality Parameters																				
	pH	Color	NTU	Cond	TDS	Na	K	Ca	Mg	TH	SO ₄	NO ₃	NO ₂	SiO ₂	F	Cl	Alk	P.Alk	Fe	Mn	Cu
Karasburg	8.38	17.5	0.763	170.4	1141.5	181.8	9	281.5	191.7	473.2	269.3	9.91	0.1	30	1.36	136.6	406.8	35.2	0.058	0.196	0.1115
Maltahöhe	8.27	10.05	0.6	134.3	900.1	133.4	13	272.1	179.2	451.3	80.7	23.08		33.85	1.6	95.95	486.8	23.7	0.16	0.01	0.018
Khorixas	8.16	8	0.94	107.6	720.9	31.8	4.95	289	285.8	574.8	16.25	3.77	0.1	31	0.26	39	567.6	26	0.03	0.01	0.04

1.1 Scheme description

a) Karasburg Water Supply Scheme

The Karasburg Water Supply Scheme is located in Karasburg Town, which is 110km west of the Ariamsvlei border post. The main customer of the Karasburg Water Supply Scheme is the Municipality of Karasburg. There are some smaller consumers along the supply line, most of which are the NamWater staff houses.

Karasburg therefore receives primarily groundwater and no surface water. It is supplied with a combination of production boreholes of which five are situated at the Bondels dam, one at Dreihuk Dam and three in the town itself. The water treatment plant has a design capacity of 72 m³/h and treatment consists of the following processes: Flash mixing and pre chlorination, radial flow sedimentation, contact reservoir for intermediate chlorination, filtration (rapid gravity), storage and post chlorination and distribution.

The storage capacity consists of twin circular concrete ground reservoirs situated on a hill in Karasburg of 160 m³ each and a larger circular concrete reservoir with a capacity of 1 240 m³.

The combined capacity is therefore 1 560 m³. A 100 mm electronic Kent Magflow meter is used as a sales meter at the 1 240 m³ reservoir, while a 100 mm mechanical sales meter is installed at the outlet of the twin reservoirs. The water reticulation system distributes the water to the customers and is maintained by the Municipality of Karasburg. There are over 900 conventional water meters in Karasburg which meters water supplied to the end consumers.

b) Maltahöhe Water Supply Scheme

The Maltahöhe Water Supply Scheme is located in Maltahöhe, Hardap Region, and is administered by the Village Council. The scheme consists of three boreholes with a total combined yield of 33 m³/h, and are located to the north of the village. Storage facilities consist of two 300 m³ concrete reservoirs located on a hill at the eastern side of the town. Gas chlorination takes place at the reservoirs. There is one bulk sales meter serving Maltahöhe.

c) Khorixas Water Supply Scheme

Khorixas is located in the southern part of the Kunene Region approximately 130 km west of

Otjiwarongo and is administered by the Khorixas Town Council. Khorixas is a groundwater scheme supplying potable water to the Town Council. This scheme comprises of three terminal reservoirs (total capacity of 8261 m³) which are supplied from the Gainatseb-Khorixas scheme pipeline, but can also be supplied from the Braunfels-Khorixas scheme should the production from the Gainatseb-Khorixas scheme not be sufficient. Chlorination is done at the reservoirs.

There are two electromagnetic bulk sales meters located next to the three main water supply reservoirs measuring water supplied to the town. The bulk sales meters supplying the Khorixas Municipality consist of a 200 mm and a 250 mm electro-magnetic water meter at Khorixas terminal reservoirs.

3. OBJECTIVES

The overall objective of this procurement process is to draw up a pool of suitably qualified Consultancy Service providers firms who will be approached to submit proposals describing how the proposed solution will protect billing water meters from malfunctioning due to scale buildup.

4. SCOPE OF WORKS

The service provider is required to design, supply, install, commission and test (liability) a solution to protect billing water meters from any scaling that may be caused by hard water. The scope of work is strictly limited to the solution to protect the billing water meters from malfunctioning due to scale but should not compromise the overall water quality of the selected schemes.

NamWater will allocate each of the proposed solutions to the three schemes. The service providers should propose solutions of the following nature:

Lot 1: Solely chemical(s) solution (liquid form)

Lot 2: Membrane/ filtration-based technology

Lot 3: Innovative technology that is not a chemical nor membrane/ filtration based. Hybrid solutions (combining chemical & membrane) are not allowed under Lot 3.

Each proposed solution shall be tested by the Service provider for thirty (30) days (30-day liability test) before NamWater assumes responsibility. Upon completion of the 30-day liability test of the solution, the service provider shall share with NamWater a liability test report. The service provider shall select a date to invite NamWater's team for a site inspection. Various key personnel in NamWater shall physically inspect the solution.

Below are some of the Key Performance Indicators that will be used to assess each solution's effectiveness:

- a) Capital cost of proposed solution per unit of water treated compared to the cost of repairing or replacing meters affected by scale
- b) Water quality after treatment (by proposed solution) for any residual chemicals or byproducts or changes in water quality parameters
- c) Energy consumption of proposed solution
- d) Operation and maintenance cost of proposed solution

The service provider should note that NamWater expects the proposed solution to be available over 95% of operation time and the quality of water should strictly comply with the water quality parameters as stipulated in the Water Quality Guidelines and Standards for Potable Water of the Water Resources Management Regulations: Water Resources Management Act, regulation no 269 of August 2023.

5. DELIVERABLES AND REPORTING

a) Inception Report

The inception report should clearly provide details of how the solution will address the hardness (scale) issue and protect the billing water meters from malfunctioning due to scale buildup. This report should also include any recommendations arising from the scheme visit. The service provider shall familiarize themselves with the water supply scheme including raw water quality, water distribution network, material of pipes, etc. This step is crucial to the service provider as it will allow for an in depth understanding of the current scale situation at the scheme. It is therefore important that bidders attend the scheduled site visits to each water supply scheme. The inception report should include, but not limited to, a well-defined methodology, work plan, limitations, etc.

The inception report should be presented to NamWater's project team and only upon approval (by NamWater), the service provider can proceed to the next step i.e. conceptual design.

b) Conceptual Design Report

The conceptual design report should clearly provide details of the proposed solution including design options (may include sketches) and a rationale for the preferred choice. Moreover, include

preliminary cost and resource estimates.

The conceptual design report should be presented to NamWater's project team and only upon approval (by NamWater), the service provider can proceed to the next step i.e. design phase.

c) Detailed Design Report

The service provider shall design the proposed solution based on the option (from the conceptual design) approved by NamWater. The design report should include all P&IDs for the solution. The operation and maintenance manual(s) of the designed solution should also form part of the final design report. The design report should be presented to NamWater's project team and only upon approval (by NamWater), the service provider can proceed to the next step i.e. installation and commissioning.

d) Commissioning Report

The service provider shall transport and install the designed solution at the water supply scheme (to be instructed by NamWater). After installation, the service provider shall commission the designed solution together with selected NamWater staff. During commissioning, the service provider shall train key NamWater staff and should provide operation and maintenance manuals. The commissioning report should clearly state the performance of the commissioned solution, particularly in terms of the key parameters that have been assessed or monitored and the KPIs. The commissioning report shall be presented or shared with NamWater, and commissioning will only be considered successful upon NamWater's approval.

e) Liability Test Report

The service provider shall perform a 30-day liability test of the commissioned solution. NamWater staff may be available during the liability test for further training, operation of the solution and data collection. The service provider shall closely monitor the solution during this test period and produce a detailed report based on the performance of the solution, including the KPIs. The liability test report shall be presented or shared with NamWater. The 30 days' liability test will only be considered successful upon NamWater's approval. NamWater shall approve the completeness of the 30-day liability test, and issue a Letter or Certificate of Completeness.

After successful liability test, the service provider shall:

- i. Ensure that sufficient spare parts are available for the testing phase of twelve (12)

months by NamWater;

- ii. Provide a warranty on all the equipment of the solution of not less than twelve (12) months after commissioning;
- iii. Provide input and ensure that support (can be remotely) is available during the testing phase of twelve months.

6. TENTATIVE TIME SCHEDULE

The start of bidding for these consultancy services is planned to commence on 1 January 2026. The shortlist will remain valid for a period of one (1) year. The duration of the assignments will vary depending on the scope of the work.

7. REQUIRED EXPERTS

The services are to be provided by a team of experts having sufficient sector and subject related experience, who can be supported by international experts where applicable. The Consultant shall fulfil its tasks and services in Namibia, unless otherwise indicated prior. A Consultant will have an added advantage if they make use of some local experts.

The follow-up Request for Proposals (RFPs) will be extended to the shortlisted reputable, experienced and qualified firms / individuals as pre-qualified under this pre-qualification exercise. The pre-qualified consultants will be required to submit a technical proposal and a financial proposal to carry out the assignments as stipulated in the RFPs. In submitting the proposals, the Consultant/s shall demonstrate and clearly indicate their technical qualifications and capacity to carry out the services by attaching their CVs for required key experts.

The 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 elaboration of the services. Apart from technical qualifications, key staff should have adequate experience in water chemistry, water meter maintenance and operation, mechanical/fluid engineering and other non-technical issues. The core team shall comprise the following key personnel:

- **Key Expert 1: Project Team Leader/ Assistant Team Leader** (at least 8 years' experience in proposed position and executing of works of similar scale and nature as described in the Scope of Works).
- **Key Expert 2: Process Engineer/ Scientist** (Professional experience of min. 6 years in water treatment).

- **Key Expert 3: Plumber/ Fitter and Turner** (Professional experience of min. 6 years in water systems, pipework, and water flow management or works of similar nature).
- **Key Expert 4: Instrumentation Technician** (Professional experience of min. 6 years in control systems, which would be crucial for implementing a scale control solution or works of similar nature).
- **Key Expert 5: Electrician/ Electronic Engineer** (Professional experience of min. 6 years in electrical installations, maintenance, and troubleshooting or works of similar nature).

The team leader can also take up one of the expert's posts. Two domains may be covered by one expert. The Consultant is free to propose other professional staff. Efficient management and backstopping services shall be made available by the Consultant's head office.

1.1 Association of Consulting Team

The prequalification will be conducted according to Section 35 (2) of the Public Procurement Act, Act 15, 2015 as amended.

8. STRUCTURE AND CONTENT OF APPLICATION

The application (prequalification document) should be in English language and shall have the following structure and content. The application shall be presented in the same sequence as shown below. Templates of declarations and reference lists are presented in the **Annexures** of the present document.

- (i) **Cover Letter**, comprising the firm's name, address, contact person, telephone, fax and email. If applicable mention the association for this project.
- (ii) **Presentations of firms** (maximum 5 pages, no brochure), in case of association for each firm separately, inclusive clear statements of type, property and key task of the association, if applicable.
- (iii) **Statements and Declarations** (in case of association the following documents shall be presented by all partners):
 - a) Declaration of **submitting a proposal** in case of being short-listed (sample in Annex 1).
 - b) Statement on **affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services (sample in Annex 2).
 - c) 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 (sample in Annex 3).

d) **Declaration of Undertaking:** Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed strictly according to the template in Annex 4.

- (iv) **Certified / Audited statement of financial capacity** of the lead consultant (in case of joint venture / consortium (JV) – joint liability - from all designated JV partners) showing the annual turnover of all JV Partners within each of the last 3 years (balance sheets and profit and loss accounts of the last three years), a table resuming the turn over and the income statements of the last 3 years and a confirmation of guarantee limit given and still available by the lead consultant's principal bank, in case of JV for all JV partners (see Annex 5).

If one or more of the above items are not included in the prequalification document, the application can be rejected without any further evaluation of the submitted documents.

- (v) **List of project references** (see Annex 6; refer to § 7), showing the specific experience acquired in projects carried out in the past 10 years and strictly related to the envisaged services.
- (vi) **List of available structure of key experts** (according to Annex 7a) for the envisaged services with information about education, professional experience, Namibian and regional experience, years with firm, specific project-related experience and experience in similar posts. This list shall allow a profound judgement (evaluating criteria 2.1 according to § 6) on the consultants' general ability to provide the required personnel having the specific experience for the study in case of an offer. Personnel who belong to the firm or have a long stay get more points.
- (vii) **List of the Applicant's professional staff** (according to Annex 7b) with information about the personnel structure with regard to the tasks expected (consultant's available personnel, evaluation criteria 2.2 in § 6). The Consultant is asked to provide an overview indicating education and/or fields of specialisation and showing the composition of its total staff (permanent employees and long-term associates).
- (viii) **Brief CVs** on personnel proposed for backstopping and home office support (according to Annex 7c). Max. two (2) CVs shall be provided. CVs of future project key staff is not requested.
- (ix) **Regional Office Location**

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be

penalized. Consultants shall treat this request for qualification and its contents as confidential. Although details presented in this request have been compiled with all reasonable care, it is the Consultants' responsibility to satisfy themselves that the information is adequate and that there are no conflicts between various statements.

Interested Consultants shall inform the NamWater Procurement Management Unit about the submission of a request for application at the following email address: bids@namwater.com.na

The Prequalification bid document shall be submitted in one original and two hard copies to NamWater only at the following address:

For bid submission purposes, the address is:

**The Bid Box
Namibia Water Corporation Ltd
Private Bag 13389
NamWater Headquarters
176 Iscor Street,
Northern Industrial Area
WINDHOEK**

Floor-Room number: Cash Office -ground floor

The deadline for the submission of bids is:

Date: 21 October 2025

Time: 11h00 a.m. (local time)

The Applicant shall bear all costs associated with the preparation and submission of its Application. NamWater shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

NamWater, either at its own initiative or in response to clarifications requested by an interested consultant, may clarify this invitation. A prospective Applicant requiring any clarification of the Prequalification Document shall contact NamWater in writing at the address indicated and/or email address provided. NamWater will respond in writing to any request for clarification provided that such request is received 14 days prior to the deadline for submission of bids. NamWater shall forward copies of its response to all Applicants who have acquired the prequalification document directly from the NamWater including a description of the inquiry but without identifying its source. Should the NamWater deem it necessary to amend the prequalification document as a result of a clarification, it shall do so accordingly. Any request for clarification should be forwarded in writing to NamWater Procurement Management Unit at the following address and/or email:

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

Attention: **Procurement Management Unit**

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

Town: **Windhoek**

9. EVALUATION OF DOCUMENTS

1. Bidders (Owners or Shareholders) should provide valid certified copy of Identity Document (ID) **(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)).**
2. Have a valid certified copy of company Registration Certificate; **(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)).**
3. Have an original or a certified copy **(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))**, of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath. **NB: Applicable to Namibian Registered Entities.**
4. Have Certificate of good standing with social security. **NB: Applicable to Namibian Registered Entities.**
5. In the case of Joint Ventures (JV), all parties to the JV must comply with the requirement in (2) and should provide proof as required in (3) and (4) above as applicable.

The evaluation and award procedure for the prequalification process will follow the Public Procurement Act (No.15 of 2015) of Namibia – see [PPU - MOF - GRN Portal \(gov.na\)](http://www.ppu-mof-grn.gov.na), technically capable firms which have submitted the necessary statements satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria			Maximum Score
1 Evidence of comparable projects (e.g. case studies, pilots, etc.) carried out by service provider			15
● ≥ 10 projects = 15 points ● ≤ 7 projects = 10 points ● ≤ 4 projects = 5 points ● ≤ 2 projects = 2 points			
2 Human Resources (<i>key experts</i>)			
2.1 Team Leader/Project Manager			
Academic Qualification + Experience + registration		List of completed projects related to water treatment as Project Manager/ Team Leader	
BSc/ BEng in Chemical Eng or water related filed + ≥ 8yrs + registration with relevant engineering council OR B-Tech in water related filed + ≥ 10yrs + registration with relevant engineering council	10	≥ 8 projects	10
		≤ 5 projects	7
		≤ 2 projects	5

2.2 Process Engineer/ Scientist			12
Academic Qualification + Experience		List of completed projects related to water treatment as Process Engineer/ Scientist	
BSc/ BEng/ B-Tech in Chemistry/ Chemical Eng/ water treatment related field + ≥ 6 yrs	5	≥ 5 projects	7
BSc/ BEng/ B-Tech in Chemistry/ Chemical Eng/ water treatment related field + ≤ 3 yrs	3	≤ 3 projects	5
2.3 Plumber/ Plumbing expert			12
Academic Qualification + Experience		List of completed projects related to water treatment as Plumber/ Fitter and Turner	
Level 3 certificate in plumbing + ≥ 6 yrs	5	≥ 5 projects	7
Level 3 certificate in plumbing + ≤ 3 yrs	3	≤ 3 projects	5
2.4 Instrumentation Technician			12
Academic Qualification + Experience		List of completed projects related to water treatment as Instrumentation Technician	
BSc/ BEng/ B-Tech/ Level 3 in Instrumentation + ≥ 6 yrs	5	≥ 5 projects	7
BSc/ BEng/ B-Tech/ Level 3 in Instrumentation + ≤ 3 yrs	3	≤ 3 projects	5
2.5 Electrician/ Electronic Engineer			12
Academic Qualification + Experience		List of completed projects related to water treatment as Electrician/ Electronic Engineer	
BSc/ BEng/ B-Tech in electrical or electronics + ≥ 6 yrs	5	≥ 5 projects	7
BSc/ BEng/ B-Tech in electrical or electronics + ≤ 3 yrs	3	≤ 3 projects	5
3 Availability of Financial Resources/Credit Facilities			12
Rating range > NAD 350,000		12	
Rating range $\geq$ NAD 150,000 $\leq$ NAD 350,000		10	
Rating range < NAD 150,000		8	
4 Expression of Interest document			5
Completeness of EoI submitted		5	
Total			100

1. All Applicants who's Applications substantially meet or exceed the minimum of **70 points**, and all the specified qualification requirements in the prequalification document will be prequalified. The prequalified firms will be invited by NamWater to submit a technical and financial proposal. NamWater shall only invite bids from all the Applicants that have been prequalified or conditionally prequalified.
2. 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.

3. Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.
4. NamWater reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.
5. 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.
6. After opening the prequalification documents until preparation of the shortlist of the qualified consultants, no communication of any type shall be entertained unless called for by NamWater.

10.ANNEXURES

Annexure 1

Declaration of Submitting a Proposal in Case of Being Shortlisted

Project (name and country):

Tender Ref./ Project ID:

We hereby declare that in the event that *[insert the name of the Applicant]* is shortlisted by the Employer to participate in the tendering phase for the assignment named above, *[insert the name of the Applicant]* shall submit a proposal, subject to the details of the tender documentation, and technical and financial practicability.

[Insert the following text if the Application includes one or several Sub-Consultants, whose qualifications should be considered by the Employer in the prequalification process:

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

[List Sub-Consultants here]

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

[Signature of the authorised representative of the Applicant,]

Annexure 2

Declaration on Affiliated Firms

Project (name and country):

Tender Ref./ Project ID:

We hereby declare that *[insert the name of the entity submitting the declaration]* is an independent consulting firm. We do not have any links, other than existing or future cooperation agreements in the field of *[insert the 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 the authorised representative of the Applicant]

Annexure 3

Declaration of Association

Project (name and country):

Tender Ref./ Project ID:

We hereby declare our intent to associate with the following firms for the purpose of forming a *[insert here "joint venture" or "consortium"]*:

[Insert the names of the other association members here]

[Insert the name of the Lead Consultant] shall be the 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 the authorised representative of the Applicant]

Annexure 4

Declaration of Undertaking

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 declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines.

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 and the Core Labour Standards of 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 Republic of Namibia.

We also declare that our company has not been included in the list of sanctions of the United Nations.

Yours faithfully

Annexure 5

Financial Capacity Statement

Financial data	2 years before last year ⁱ NAD	Year before last year NAD	Last Year NAD	Average ⁱⁱ NAD	This year NAD
Annual turnover ⁱⁱⁱ , excluding this contract					
Current Assets ^{iv}					
Current Liabilities ^v					

ⁱ Last year is the last accounting year for entity.

ⁱⁱ Amounts entered in the 'Average' column shall be the mathematical average of the amounts entered in the three preceding columns of the same row.

ⁱⁱⁱ 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.

^{iv} 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.

^v 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.

Annexure 6

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. The number of references to be provided must not exceed **eight (8)** for the entire application. The statements must include references of appropriate evidence.

Ref no:	Project title							
Name of legal entity (declaring consultant)	Project Country	Value of consulting services and value of project (NAD)*	Proportion Carried out by the legal entity (%)*	Provided staff input (person months)	Name of client	Origin of funding	Dates (start/end)	Name of association members, if any
...	...	...	...	...	...	...	...	...
Detailed description of project (background, objectives and main activities)						Services provided by the legal entity for the project		
...						...		

* If the overall project value refers to overall project cost inclusive of Consulting services please indicate the consulting fee separately. The portion carried out by the legal entity refers to that figure.

Annexure 7

Experience of Experts / Personnel Structure

The experience of the personnel according to §7 shall contain the following information regarding specific qualification and experience relevant for the services required.

Annex 7a:

Structure of the available human expertise specific to this project (evaluation criteria: It is requested to present not more than 3 persons for each key expert (for the job assignment). In case of presenting more than 3 persons the applicant has to indicate the ones which shall be used for evaluation¹.

The following tables will be used for evaluating criteria 2.1 according to §6. The Consultant is free to make use of similar tables as long as the same information is provided. However, the Consultant is not obligated to provide CVs regarding the experts. Should there be any submission of CVs for experts – not longer than one page per CV.

¹ This is not yet the Tender phase containing a technical proposal.

Annex 7b:

Overview of the Composition of the Consultant's professional staff that is relevant to the project. Assessment of the personnel structure with regard to the tasks expected (consultant's available personnel, evaluation criteria 2.2 in §12).

The Consultant is asked to provide an overview indicating education and/or fields of specialisation and showing the composition of its total staff (permanent employees and long-term associates). Any staff not in permanent employment (e.g. freelancers) with the firm shall be displayed separately.

Name	Education and Professional Affiliations	Specialisation (in systematic order)	Permanent Staff	Long-Term Associates
		Total		

Annex 7c:

Experience of backstopping personnel in home office: Provision of a Max. of two (2) CV's with not more than 1 page each proposed for monitoring the team and provide back-up services from the home office.