



# REQUEST FOR PROPOSAL

**ISSUED ON: 30 SEPTEMBER 2025**

**FOR**

## SELECTION OF CONSULTANT

TO PROVIDE GEOTECHNICAL AND GEOLOGICAL SERVICES  
ASSOCIATED WITH THE DESIGN OF WATER  
INFRASTRUCTURE IN THE ǀKARAS REGION

**PROCUREMENT NO: SC/RP/NW-010/2026**

|                      |                                      |         |
|----------------------|--------------------------------------|---------|
| CLIENT               | NAMIBIA WATER CORPORATION (NAMWATER) |         |
| NAME OF BIDDER       |                                      |         |
| CONTACT PERSON       |                                      |         |
| E-MAIL ADDRESS       |                                      |         |
| POSTAL ADDRESS       |                                      |         |
| CONTACT PHONE NUMBER | WORK:                                | MOBILE: |

**Documents must be Posted or Delivered to:**

**The Quotation/Bid Box**

**ATT: Procurement Management Unit**  
Namibia Water Corporation Ltd.  
Private Bag 13389  
176 Iscor Street, Aigams Building  
Windhoek

**Closing Date: 15 October 2026 at 11h00 am**  
**NO LATE BIDS WILL BE ACCEPTED!**

## **NOTICE TO BIDDERS**

- ☐ **Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- ☐ **Take note to sign all relevant pages as stipulated in the bidding standard document.**
- ☐ **Copies of documents not 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) will not be accepted.**



## LETTER OF INVITATION

Dear Sir/Madam

**Subject: Provision of Geotechnical and Geological Services Associated with the Design of the New Bulk Water Terminal for Lüderitz.**

1. You are hereby invited to submit technical and financial proposals for consultancy services required for the provision of **Geotechnical and Geological services** to the Namibia Water Corporation for the proposed New Lüderitz Bulk Water Terminal project in the !Karas region.

2. **Purpose of Assignment and Scope of Work**

The purpose of this assignment is to conduct a comprehensive geotechnical investigation to inform the foundation design of the proposed Lüderitz Bulk Water Terminal's 6,000-m<sup>3</sup> reinforced concrete water reservoir and an 8km new bulk water pipeline. This will ensure suitable reservoir foundation design and pipeline's trench condition, which ascertain whether there is any hard rock, and if so, at what depths can we expect the hard rock. This is to facilitating the adoption of NamWater's existing designs where feasible.

The Consultant shall carry out all necessary field and laboratory investigations and submit a comprehensive geotechnical report to guide the design and construction of the water reservoir and 8km pipeline infrastructure. The work shall include, but not be limited to:

### 2.1 Site Reconnaissance and Planning

- Conduct site walk and desktop study to understand local geology, topography, hydrology, and access of the Lüderitz project site.
- Based on the preliminary reservoir location and pipeline route, the consultant shall identify and justify the proposed locations for boreholes (reservoir site only), test pits, and DCP test (pipeline route) and DPSH test (reservoir location). Locations must be selected with consideration of structural loading, soil variability and groundwater presence. The investigation plan must include coordinates, rationale for each test point, and reference to applicable design elements.
- Liaise with the client (NamWater) to finalize investigation points.

### 2.2 Field Investigations

- **For the Water Reservoir Site:**
  - Drill a minimum of three (3) boreholes to depths of 10–15 meters or until refusal, depending on soil/rock conditions.
  - Perform Standard Penetration Tests (SPT) at regular intervals (typically every 1.5 meters).
  - Excavate trial pits (if applicable) to evaluate shallow soil layers and groundwater table.
- **For Pipeline Route:**
  - Conduct Dynamic Cone Penetrometer (DCP) tests or test pits along the alignment at intervals of every 200–300 meters for a total length of 8000 meters.
  - Identify areas of unsuitable or weak soils.
- **Additional:**
  - Record groundwater conditions in boreholes and trial pits.
  - Classify surface conditions (e.g. fill, topsoil, vegetation, rock outcrops).

## 2.3 Laboratory Testing

Laboratory testing shall be conducted on selected representative soil and rock samples to determine engineering properties, including but not limited to:

- Moisture content
- Atterberg limits
- Grain size distribution and Soil classification (AASHTO)
- Compaction characteristics (Proctor Test)
- California Bearing Ratio (CBR)
- Shear strength parameters (triaxial or direct shear)
- Consolidation tests (Reservoir location only, if applicable)
- Chemical analysis (pH, sulphates, chlorides – for concrete durability)

## 2.4 Reporting

The final Geotechnical Report shall include the following:

- Executive summary of findings and geotechnical engineer's recommendations based on site conditions, lab results, and cost estimates
- Test pit logs with stratigraphy.
- SPT, DCP, and CBR results
- Laboratory test results
- Subsurface soil profile and classification
- Groundwater table observations
- Bearing capacity and settlement recommendations for reservoir foundation
- Suitability of pipeline trench soils and bedding recommendations
- Bedder's Recommendations for subgrade treatment, if required
- Slope stability or erosion concerns (if applicable)
- Construction recommendations for excavation, compaction, and backfilling
- Identify potential geo-hazards (expansive soils, collapsible soils, etc.)
- Site-specific construction precautions
- Cost Estimates for the proposed options
- Appendices: photos, GIS maps, test results, coordinates.

3. The following documents are enclosed to enable you to submit your proposal:

- (a) The Terms of Reference (TOR) [Annexure 1];
- (b) Supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
- (c) A sample format of the Service Contract under which the service will be performed [Annexure 3]

4. Any request for clarification should be forwarded in writing to the Public Entity to **Procurement Management Unit e-mail address: [bids@namwater.com.na](mailto:bids@namwater.com.na)**. Request for clarifications should be received 7 days prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: **[www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)** to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

## 6. Eligibility

1. A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
2. Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
3. Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

**To participate in this bidding exercise, the consultant should submit the following obligatory documents:**

- (a) Have 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 company Registration Document;
- (b) 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.
- (c) Have a valid good Standing Social Security Certificate;
- (d) Have a valid 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 Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 or a valid certified copy of the original document.
- (e) Submit signed Bid-securing Declaration; and
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-

clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

- (g) Submit duly Certified copies (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 identification documents (IDs) of the shareholders or members.
- (h) Submit a detailed description of the methodology to be followed.
- (i) Submitted a list of tests that will be conducted.
- (j) Submit the proposed accredited and certified laboratory intended for use. State the years that the Laboratory has been established and the equipment to carry out the required tests and test for the parameters specified under the Terms of Reference.
- (k) Submitted comprehensive CV's (use format provided under Form F – 2) of the Consulting team being offered (attach Identity Documents, Qualifications, proof of Registration as a Professional Engineer with the Engineering Council of Namibia or any other similar accredited regulatory institution) of the Lead Engineer (**All copies shall 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).**)
- (l) Submit at least one (1) completion certificate and reference letters for previous work done by the Consultant during the last 7 years

## 7. Submission of Proposals

The technical and financial proposals from the consultants shall be submitted in **two (2) separate envelopes** and shall include **One (1) Original and two (2) copies of the financial proposals and all supporting documentation**, and should follow the form given in Annexure 2 - "Supplementary Information for Consultants". The proposals must be deposited into the bid box on or before: Tuesday, **15 October 2026 at 11h00**

Proposals should **not** be forwarded by electronic mail.

## 8. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of **70 percent** for Technical Proposals and **30 percent** for financial proposals. Proposals from consultants should score at least **70 percent** for the Technical Proposals to be retained for further consideration.

**The Contract shall be awarded to the Consultant that is technically compliant and has the highest combined score.**

## 9. Rights a Public Entity

- (a) Please note that the Namibia Water Corporation (NamWater) is not bound to select any of the consultants submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract if any, is not reimbursable as a direct cost of the assignment.

## 10. Duration of Assignment

It is estimated that the maximum duration of the assignment shall be for a period not exceeding **Five (5) weeks**.

### **11. Validity of Proposal**

You are requested to hold your proposal valid for **one hundred and twenty (120) days** from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Namibia Water Corporation (NamWater) will make its best efforts to finalize the agreement within this period.

### **12. Commencement date of Assignment**

The successful bidder will be expected to take up/commence with the assignment within **two (2) weeks** from date of receiving the letter of award.

### **13. Tax Liability**

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the Namibia Water Corporation (NamWater) shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- a) Payments to the Consultant in connection with carrying out this assignment;

### **14. Insurance**

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

### **15. Confirmation of Invitation to submit proposal**

Please inform us in writing of:

- a) Your acknowledgment of the receipt of this Letter of Invitation within 3 days; and
- b) Further indicate whether or not you will be submitting the proposal.

### **16. The Namibia water Corporation (NamWater) would like to thank you for considering this invitation for submission of proposals.**

Yours faithfully,

Procurement Management Unit

### **Enclosures:**

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Draft contract under which service will be performed.

## TERMS OF REFERENCE

### CONSTRUCTION OF NEW BULK WATER TERMINAL FOR LUDERITZ

#### Description

NamWater Ltd. intends to appoint a Professional Geotechnical Engineer/Geologist or Firm (The Consultant), on a fixed cost basis, to provide geotechnical and geological services, associated with the Design of the New Bulk Water Terminal for Lüderitz.

The scope of the work is as set out as follows:

#### Description of the proposed new reservoir:

The proposed new reservoir is a circular reinforced concrete structure which comprises of the following:

1. A height of 6.5m.
2. A diameter of 36.0m and.
3. A capacity of 6,000m<sup>3</sup>.

The reservoir will be located on the new NamWater property north of the town of Lüderitz as depicted in **Figure 1 and Figure 2**. The co-ordinates of the center of the reservoir are highlighted in **Table 1**. The investigation should include but is not limited to an analysis below the natural ground level.

**Table 1: Location of Reservoir Centre**

| Point            | Lat        | Long      |
|------------------|------------|-----------|
| Reservoir Center | -26.622199 | 15.181421 |



Figure 1: Aerial view of the new allocated NamWater Property



## APPOINTMENT AND DELIVERY PERIOD

1. The draft report of the foundation investigation of the reservoir site must be submitted to NamWater within a **three (3)-week period** after receipt of **Letter of Award** and the final report within **two (2) weeks** of the draft report.
2. A penalty of **1/14%** of the agreed fee will be **deducted per day** from the agreed fee for late delivery.

## FEES AND PAYMENT OF FEES:

1. The Consultant is to submit a **firm and fixed offer** for the services required based on the information given.
2. The Consultant shall allow for **two one-hour meetings**, with design staff of NamWater, in his offer.
3. A breakdown of the offer shall be submitted, but payment for the services rendered will be done according to offered amount.
4. The Consultant is requested to include in his offer, hourly rates for any additional work, which may be required by NamWater. The cost of additional laboratory testing required by NamWater must be agreed in writing prior to the execution of the test.
5. **60%** of the payment of fees will be made after receiving the draft reports and the outstanding amount will be payable when all services are rendered.

## SCOPE OF WORKS

NamWater places no limitation on the scope of the geotechnical and geological foundation investigation work to be performed, and therefore does not prescribe the scope and methodology to be utilized by the Consulting firm. However, the investigation is not limited to, but should determine the following parameters:

1. Moisture Content;
2. Shearing Strength of Soil;
3. Grading (Including Hydrometer Test);
4. Atterberg Limits;
5. CBR;
6. Mod AASHTO Compaction
7. Safe bearing capacity of the soil with depth
8. Safe bearing capacity of soil improvement
9. Angle of internal friction of the Soil

The investigation shall also include a **Dynamic Penetration Super Heavy (DPSH) Test**, with the number of test points determined according to the guidelines established by standards and industry institutions such as the South African Institute of Civil Engineering. For the reservoir sites, the test shall be limited to the following:

1. A minimum of three (3) locations within the footprint of the reservoir;
2. A minimum depth of ten (10) meters.

**As an alternative to the DPSH test, the investigation may include a Dynamic Cone Penetration Test (DCPT). The DPCT shall be limited to the following:**

1. A minimum of four (4) locations within the footprint of the reservoir;
2. Excavate to a minimum depth of three (3) meters and conduct the DPCT in the excavated hole.

However, the following information is required to demonstrate the scope of the work to be performed:

1. A detailed description of the approach to be followed;
2. Tests to be conducted;
3. Detailed CV's of the Consulting team that will be assigned to the project and their roles;
4. Detailed program of work; and
5. Template of previous geotechnical investigation reports compiled by the Consultant.

## DELIVERABLES

1. Conduct a detailed geotechnical and geological foundation investigation of the site
2. The report shall provide the progressive safe bearing capacity with depth and the anticipated safe bearing capacity after any proposed improvements. Include estimated total and differential settlements and elastic modulus where applicable.
3. Compile a detailed report giving recommendations for the foundation excavation depth of the proposed reservoir as well as instructions of any foundation improvements required.
4. Provide training to one NamWater Engineer in-Training regarding the process of conducting a geotechnical and geological foundation investigation

## EVALUATION CRITERIA AND AWARD

In addition to the criteria listed in **Clause 7 (a) – (g) of the Letter of Invitation**. The evaluation will be conducted by an Ad hoc Bid Evaluation Committee (BEC) according to the following three (3) criteria's as reflected in **Table 1 and Table 2**.

### Criteria 1 - Technical Admissibility Evaluation Grid:

The Technical Admissibility Evaluation Grid criteria will be assessed based on a **Yes** or a **No**. All Bidders that pass with **"Yes"** in all the required documents as stated in **Table 1**, will proceed to the next evaluation criteria (**Criteria 2 – Technical Evaluation Score Grid**). A bidder that obtains a **"NO"** in any of the criteria shall be deemed **"non-responsive"** and will therefore be disqualified and excluded from further evaluation.

**Table 1: Technical Admissibility Evaluation Grid**

| #                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes | No |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.                                  | Has the Bidder submitted a detailed description of the approach to be followed?                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |    |
| 2.                                  | Has the Bidder submitted a list of tests that will be conducted?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |    |
| 3.                                  | Has the Bidder submitted comprehensive CV's and copies of all supporting documents (Identity Documents, Qualifications, proof of Registration as a Professional Engineer with the Engineering Council of Namibia or any other similar accredited regulatory institution) of the Lead Engineer ( <b>All copies shall 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). (use format provided under Form F – 2)</b> of the Consulting team being offered? |     |    |
| 4.                                  | Has the Bidder submitted at least one (1) completion certificate and reference letters for previous work done by the Consultant during the last 7 years?                                                                                                                                                                                                                                                                                                                                                                                           |     |    |
| 5.                                  | Has the Bidder indicated the proposed laboratory that they intend to use?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |    |
| <b>OVERALL TECHNICAL COMPLIANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |    |

**Failure to submit all required contract documents stipulated in Table 1, the bidder shall be deemed non-compliant, therefore disqualified and excluded from further evaluation and comparison.**

**Criteria 2 - Technical Evaluation Score Grid:**

For a bidder to proceed to the next evaluation criteria (**Criteria 3 – Financial Evaluation**), the Bidder must score a minimum of 70%. Bidders who fail to achieve the required minimum score of 70% will be deemed as “**non-responsive**”. Such bidders will be excluded from being considered for further evaluation.

**Table 2: Technical Evaluation Scores**

| 1                      | Relevant experience of the consultant related to the assignment                                            | Number of projects successfully executed by Bidder | Number of projects                                                                                                                  | Scores              |     |  |
|------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----|--|
|                        | Relevant Experience (i.e. Geotechnical Investigations)                                                     | During the last seven (7) years                    | ≥ 10 projects                                                                                                                       | 20%                 |     |  |
|                        |                                                                                                            |                                                    | 5 – 9 projects                                                                                                                      | 10%                 |     |  |
|                        |                                                                                                            |                                                    | 1 – 4 projects                                                                                                                      | 5%                  |     |  |
|                        |                                                                                                            |                                                    | 0 projects                                                                                                                          | 0%                  |     |  |
| SUB-TOTAL – CATEGORY 1 |                                                                                                            |                                                    |                                                                                                                                     | Maximum Score = 20% |     |  |
| 2                      | Experience and Qualifications of Proposed Key Personnel and Experience and Capacity of Proposed Laboratory | Lead (Geotechnical) Engineer                       | Years of general experience                                                                                                         | ≥ 10 years          | 25% |  |
|                        |                                                                                                            |                                                    |                                                                                                                                     | 5 – 10 years        | 15% |  |
|                        |                                                                                                            |                                                    |                                                                                                                                     | < 5 years           | 0%  |  |
|                        |                                                                                                            |                                                    | Years of experience in geotechnical investigation works                                                                             | ≥ 5 years           | 20% |  |
|                        |                                                                                                            |                                                    |                                                                                                                                     | 2 – 5 years         | 10% |  |
|                        |                                                                                                            |                                                    |                                                                                                                                     | < 2 years           | 0%  |  |
|                        |                                                                                                            | Proposed accredited and certified Laboratory       | Years that the Laboratory has been established                                                                                      | ≥ 5 years           | 20% |  |
|                        |                                                                                                            |                                                    |                                                                                                                                     | 2 – 4 years         | 10% |  |
|                        |                                                                                                            |                                                    |                                                                                                                                     | < 2 years           | 0%  |  |
|                        |                                                                                                            |                                                    | Has the right equipment to carry out the required tests and test for the parameters specified under the <b>Terms of Reference</b> . | 15%                 |     |  |
| SUB TOTAL - CATEGORY 2 |                                                                                                            |                                                    |                                                                                                                                     | Maximum Score = 80% |     |  |
| TOTAL                  |                                                                                                            |                                                    |                                                                                                                                     | 100%                |     |  |

**A Bidder who fails to achieve a minimum score of 70% for Technical Evaluation will be deemed as "non-responsive" and will be excluded from being considered for further evaluation.**

**Criteria 3 - Financial Evaluation:**

The following methodology will be used to evaluate the Bids:

Bidders financial offer shall be scored using the following formula:

$$P_s = 100\% \left( 1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where:

**P<sub>s</sub>** = Pricing Score;

**P<sub>t</sub>** = Financial offer under consideration;

**P<sub>min.</sub>** = Lowest financial offer;

**Procurement contract will be awarded to the Bidder that scores highest combined score (technical proposal 70% and financial proposal 30%).**

**SUPPLEMENTARY INFORMATION FOR CONSULTANTS**

**Proposals**

1. Proposals should include the following information:
  - (a) Technical Proposals
    - (i) Curriculum Vitae of Consultant (Form F-2).
    - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
    - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
    - (iv) A description of the manner in which the Consultant would plan to execute the work.
    - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
  - (b) Financial Proposals
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
3. The proposals shall be submitted in one (1) original and two (2) copies for each lot.

**Review of reports**

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within **fourteen (14) days of receipt**.

**BID SUBMISSION FORM**

From: ..... To: .....  
.....  
.....

**Hiring of Consultancy Services to Provide Geotechnical and Geological Services  
Associated with the Design of the New NamWater Infrastructure Projects in the Erongo  
Region.**

I/We..... herewith enclose Technical and Financial  
Proposals for selection as Consultant for the **Namibia Water Corporation**.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above  
contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: .....

Full name: .....

Address: .....

**FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT**

Name of Consultant:

.....

Profession:

.....

Date of Birth:

.....

Nationality:

.....

**Key Qualifications:**

*[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education:**

*[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employer's references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

**Date:** *Day/Month/Year*

*[Signature of Consultant]*

**Full name of Consultant:** .....

**FORM F-3****ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING  
LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

| <b>Name of<br/>assignment</b> | <b>Name of<br/>Project</b> | <b>Owner or<br/>Sponsoring<br/>agency</b> | <b>Cost of Project</b> | <b>Date of<br/>Commencement</b> | <b>Date of<br/>Completion</b> | <b>Was<br/>assignment<br/>satisfactorily<br/>completed</b> |
|-------------------------------|----------------------------|-------------------------------------------|------------------------|---------------------------------|-------------------------------|------------------------------------------------------------|
|                               |                            |                                           |                        |                                 |                               |                                                            |
|                               |                            |                                           |                        |                                 |                               |                                                            |
|                               |                            |                                           |                        |                                 |                               |                                                            |
|                               |                            |                                           |                        |                                 |                               |                                                            |
|                               |                            |                                           |                        |                                 |                               |                                                            |
|                               |                            |                                           |                        |                                 |                               |                                                            |
|                               |                            |                                           |                        |                                 |                               |                                                            |

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

**Cost Estimate of Services<sup>1</sup>****FORM F-4****Remuneration:**

| <b>Consultant Name</b> | <b>Monthly Rate<br/>(in currency)</b> | <b>Working Months</b> | <b>Total Cost<br/>(in currency)</b> |
|------------------------|---------------------------------------|-----------------------|-------------------------------------|
| _____                  | _____                                 | _____                 | _____                               |

Sub-Total (Remuneration) \_\_\_\_\_

**Out-of-Pocket Expenses<sup>2</sup> :**

| (a) Per Diem <sup>3</sup> : | Room  | Subsistence<br>charge | Total | Days  |
|-----------------------------|-------|-----------------------|-------|-------|
|                             | _____ | _____                 | _____ | _____ |

(b) Air fare \_\_\_\_\_

(c) Lump Sum Miscellaneous Expenses<sup>4</sup> : \_\_\_\_\_

Sub-Total (Out-of-Pocket) \_\_\_\_\_

Contingency Charges: \_\_\_\_\_

**Total Estimate:** \_\_\_\_\_

<sup>1</sup> Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

<sup>2</sup> Reimbursable at cost with supporting documents/receipts unless otherwise specified.

<sup>3</sup> Per Diem is fixed per calendar day and need not be supported by receipts.

<sup>4</sup> To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

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

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

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

**To: Namibia Water Corporation Ltd., 176 Iscor Street, Aigams Building, Windhoek**

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

**Witten 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.

**Procurement Reference No.: SC/RP/NW-010/2026**

| Description                                                                                                                                                                                                                                                                                                                                                                                                                               | Attached | Not Attached |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| 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 company Registration Document;                                                                                                                                                                                                                                  |          |              |
| Duly Certified copies of identification documents (IDs) of the shareholders or members by a commissioner of Oaths                                                                                                                                                                                                                                                                                                                         |          |              |
| 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.                                                                                                                                                                                                                 |          |              |
| A valid good standing Social Security from <b>Social Security Commission</b>                                                                                                                                                                                                                                                                                                                                                              |          |              |
| A valid 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 Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 or a valid certified copy of the original document. |          |              |
| An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.                                                                                               |          |              |
| Duly completed and signed Bid submission form                                                                                                                                                                                                                                                                                                                                                                                             |          |              |
| Duly signed and complete Bid Securing Declaration Form                                                                                                                                                                                                                                                                                                                                                                                    |          |              |
| Initial all pages of the document and attachments                                                                                                                                                                                                                                                                                                                                                                                         |          |              |

