



TERMS OF REFERENCE

Request for Proposal for a Quantity Surveyor to assess and quantify the required renovations for the Census house building.

Date: 5th April 2024

Procurement Reference number: W/RP/NSA-01/2024

1. Introduction:

This document outlines the terms of reference for assessing and quantifying the necessary renovations for the Census house building situated at Dr W Kulz Street, nr. 27-29. The consultant is expected to estimate and quantify the materials, labour, and other resources required to renovate to render the building functional as well as supervise the actual renovation work.

2. Scope of Work:

The consultant is expected to carry out a comprehensive evaluation of the building to assert required renovation and estimated costs in relation, but not limited, to;

- Electrical/lighting works
- Plumbing works
- Painting works
- Flooring/tiling
- Air conditioning and ventilation
- Civil structure
- Roof leakages
- Supervision of the actual renovations project
- Any other relevant renovations/works needed

3. Site visit:

There is a compulsory site visit to inspect the building to inform your assessment report. The building will be opened as follows.

Dates: 8th- 16th April 2024

Hours: 8h30-12h30

Address: Dr. W Kulz Street, nr. 27-29, Windhoek

It is the bidder's responsibility to ensure they are recorded in the site visit register.

Contact person for site visit arrangements: Elina Nairenge @ 0812022807

4. Deliverables:

- Provide a report detailing the required renovations in relation to the scope of work.
- Provide a detailed bill of quantity of the required renovations/works
- Project supervision

5. Documents to be provided by NSA.

The NSA will provide the building floor plans. This will be available at the site visit.

6. RFI Mandatory Requirements

1. An electrician must be part of the team with a valid certified copy of the Electrical Contractor License from the City of Windhoek.
2. Proven track record of similar services provided (submit three reference letters from reputable organizations).
3. Curriculum Vitae with Detailed related experience for the lead Quantity Surveyor (QS).
4. Certified copies of qualifications minimum a Bachelor of Quantity Surveying Honours for lead QS.
5. Lead QS's certified proof of registration with the Namibia Council for Architects and Quantity Surveyors.
6. Copy of certified ID
7. A certified copy of the founding statement
8. Valid original or certified copy of good Standing NAMRA Tax Certificate (Valid at the deadline of submission of bid);
9. Valid original or certified copy of good Standing Social Security Certificate (Valid at the deadline of submission of bid);

7. Reporting

The Consultant will work with the Senior Administration Officer but will report directly to the Manager: Administration and Logistics.

8. Contract Duration and Payment Arrangements

Duration of initial contract: The appointed firm will be expected to submit a final bill of quantity and detailed report within one (1) month from the date the contract is awarded unless both parties agree in writing to extend the duration of the contract. A detailed plan will be submitted in collaboration with the NSA to meet the agreed timeframe of the project role out and milestones as per the proposed approach and the services in the TOR.

Below is the payment terms;

Phase	Progress payment
Bill of quantity and detailed renovation report submitted and approved	80%
Successful completion of supervising the renovation project	20%

9. Procedures for Submission of Expression of Interest

Interested consultants should submit **two separate envelopes**, technical and financial proposals, clearly marked with the Procurement Reference Number; W/RFP/NSA-01/2024 and consultant details on the back of the envelop on or before Friday 19th April 2024, 11h00 am, at the following address:

Namibia Statistics Agency
FGI House, 44 Post Street Mall
Ground floor.

Procurement-related enquiries can be directed to procurement@nsa.org.na

No late submission will be accepted.

Annexure: Evaluations criteria

EVALUATION CRITERIA

1. MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents / Requirements			
No	Mandatory Requirements	Yes	No
1	A certified copy of the electrical contractor license is submitted.		
2	A CV with detailed related experience for lead QS is submitted.		
4	A certified proof of registration with the Namibia Council for Architects and Quantity Surveyors is submitted.		
5	A certified copy of the qualifications, minimum of a Bachelor of Quantity Surveying Honours, for QS, is submitted.		
6	Have a certified copy of ID.		
7	Have a valid original or certified copy of a good-standing NAMRA Tax Certificate.		
8	Have a certified copy of the founding statement.		
9	Have a valid original or certified copy of good Standing Social Security Certificate.		

Bidders who do not comply with any of the above eligibility evaluation requirement(s) will be disqualified from the entire evaluation process and will not be considered further.

Note: all copies must be 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). All mandatory documents must be **valid at the deadline for submission of the Proposal.**

2. TECHNICAL EVALUATION

Deliverables	weight	Criterion basis	Scores
Interpretive of objective and scope of work	35	Completely misunderstood the objectives and scope of work.	0
		Poor interpretation , major discrepancies with objectives and scope of work.	4
		Adequate interpretation , some alignment with objectives and scope of work, but significant room for improvement.	6
		Good interpretation , mostly aligned with objectives and scope of work, with minor discrepancies.	8
		Excellent interpretation , fully aligned with objectives and scope of work, with minor discrepancies requirements.	10
Detailed report of required renovations in relation to the scope of work	35	Incomplete or Absent Report: <ul style="list-style-type: none"> • The quantity surveyor did not provide a detailed report of the required renovations. • The report is incomplete, lacking essential information about the scope of work and required renovations. 	0
		Minimal Detail and Relevance: <ul style="list-style-type: none"> • The report provided by the quantity surveyor contains minimal detail about the required renovations. • The report lacks relevance to the scope of work outlined for the renovation project. 	4
		Adequate Detail with Some Alignment: <ul style="list-style-type: none"> • The report includes adequate detail about the required renovations. • There is some alignment between the renovations outlined in the report and the scope of work for the renovation project. 	6
		Good Detail and Alignment: <ul style="list-style-type: none"> • The report provides good detail about the required renovations, covering key aspects comprehensively. • There is a clear alignment between the renovations outlined in the report and the scope of work for the renovation project. 	8
		Excellent Detail and Alignment: <ul style="list-style-type: none"> • The report provided by the quantity surveyor is highly detailed, covering all necessary aspects of the required renovations thoroughly. • There is excellent alignment between the renovations outlined in the report and the scope of work for the renovation project, demonstrating a clear understanding of the project requirements. 	10
Relevant three Reference letters on company letterheads are provided	30	No References Provided: The quantity surveyor did not provide any references or testimonials.	0
		Irrelevant References: The references provided are not relevant to renovation projects or quantity surveying services.	4
		Limited or Neutral References: The references provided offer limited insights or are somewhat relevant but lack detail.	6
		Moderately Relevant References: The references provided are relevant to renovation projects or quantity surveying services but offer moderate insights.	8
		Highly Relevant References: The references provided are highly relevant and offer valuable insights into the quantity surveyor's capabilities and professionalism.	10

NOTE: ONLY BIDDERS SCORING 80% OR MORE WILL BE CONSIDERED FOR FINANCIAL EVALUATION.

3. FINANCIAL EVALUATION

Bidder's offers will be evaluated and shall be awarded based on the lowest substantially responsive in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

In accordance with section 35 (9) of the Public Procurement Act, 2015 (Act No. 15 of 2015), NSA may enter into negotiations with the successful Consultant.