



REPUBLIC OF NAMIBIA

MINISTRY OF WORKS AND TRANSPORT

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EXTENSION AND UPGRADING OF LABOUR OFFICE AT OTJIWARONGO: REQUEST FOR TERMS OF REFERENCE

Part 1. Background

The Ministry of Labour, Industrial Relations and Employment Creation will invite and seek proposals from suitably qualified and reputable civil/structural firms to provide engineering consultancy services in the renovations and extension of the Otjiwarongo Labour Office in Otjiwarongo, Namibia. The Terms of Reference have therefore been requested from the Ministry of Works and Transport, Capital Projects Management.

The scope comprises of a reception, record room, strong room, three (3) board rooms, two (2) offices for Labour Inspectors, two (2) offices for Employment Officers, three (3) Arbitrators' offices, four (4) offices for Labour Commissioners, two (2) consulting rooms, one (1) testing room, store room, guard house, two (2) public toilets, staff toilets, kitchen, cleaner's cupboard and external work (palisade fence, parking, landscaping etc.). Procurement will be completed in strict accordance with the Public Procurement Act of 2015.

Part 2. Search Criteria

Apart from the mandatory documentation as required by Public Procurement Bidding, (good standing social security, inland revenue, company registration etc), the following additional criteria is advised:



- Engineering practices to have proof of similar project experience on a minimum of at least two projects.
- Firms to have a minimum number of one registered engineer fully registered with the Engineering Council of Namibia and be in good standing.

Part 3. Consulting Services

The Ministry of Labour, Industrial Relations and Employment Creation invites proposals from registered and reputable professional consultancy service providers for a building construction project which include documentation and construction supervision. The successful Civil/Structural Consultant will collaborate with the rest of the appointed Consultants Team, the Ministry of Works and Transport and the Ministry of Labour, Industrial Relations and Employment Creation.

Part 4. Facilities to be provided by the Ministry of Labour, Industrial Relations and Employment Creation

The Ministry of Labour, Industrial Relations and Employment Creation will ensure access to the building when requested by the Consultant Team within a given notice of 24 hours. All related documentation to enable the Engineer to complete their work will be provided.

Part 5. Contract Duration and Fees:

a. Duration Of Initial Contract

The duration of the contract is approximately for eighteen (18) months.

b. Payment

Payments will be made to the Service Providers based on progress of the work done, subject to the Ministry of Labour, Industrial Relations and Employment Creation obtaining the invoices and accompanying documents as required. All payments will be done in accordance with the agreement between the consultants and client as per the Public Procurement Act 15 (Act No.5 of 2015). No advance payment shall be made.



Part 6. Civil and Structural Engineering Deliverables

Full Professional Services will be required:

The Successful Consultant for the works to be done and appointed, must be a Registered Professional Civil and Structural Engineer as governed by the Engineering Profession Act No. 17 of 1986 as amended in 1991 to provide professional engineering services related to the design, procurement and construction supervision of the services required for the buildings to function. The Consultant should execute the assignment with the highest level of professionalism and diligence.

1. Design Development

- Review the documentation programme with the other consultants
- Incorporate the client's detailed requirements into building design
- Incorporate and co-ordinate the other consultants' designs into building design
- Obtain detailed project specific requirements of the local authority in order to ensure understanding thereof
- Prepare design development drawings (including draft technical details) and outline specifications
- Provide sufficient drawings and information to the Quantity Surveyor for the completion of detailed estimates of construction cost where applicable
- Review the design, costing and programme with the other consultants
- Confirm the scope and complexity
- Review the design and consult with Local Authorities and other statutory authorities
- Develop the design, construction system, materials and components.

2. Documentation and Procurement

- Prepare specifications for the works and agree preambles with the quantity surveyor when applicable
- Review cost estimate with the quantity surveyor
- Provide working drawings for approval by the Ministry of Works and Transport
- Liaise, co-operate and provide necessary information to the other consultants
- Complete construction documentation for tenders and submit to Client for procurement



3. Construction Contract Administration

- Issue construction documentation
- Inspect the works for conformity to the contract documentation
- Witness and review all tests and mock-ups carried out both on and off site
- Check and approve subcontract shop drawings for design intent
- Update and issue the drawings register
- Issue contract instructions
- Review and comment on operations and maintenance manuals, guarantees, certificates and warranties
- Inspect the works and issue completion and defects lists
- Assist in obtaining statutory certificates

4. Close-Out

- Inspect and verify rectification of defects
- Prepare as-built drawings and documentation and provide to the Ministry of Works and Transport for approval and archiving.
- Issue the works completion certificate

