

## **TERMS OF REFERENCES FOR THE ARCHITECT**

### **PROVISION OF CONSULTANCY SERVICES FOR THE FEASIBILITY STUDY AND COST ESTIMATE FOR THE CONSTRUCTION OF THE MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION NKURENKURU OFFICE, KAVANGO WEST REGION**

#### **1. INTRODUCTION**

The Ministry of Labour, Industrial Relations and Employment Creation (Herein referred to as MLIREC) intends to construct its regional office building at Nkurenkuru.

#### **2. OBJECTIVES**

The objective of this exercise is to procure the services of a Consulting team, for the Provision of Consultancy Services for the Feasibility Study and Cost Estimate for the construction of the Nkurenkuru Regional Office Building.

#### **3. OUTPUTS/ DELIVERABLES**

The Architect on the project must be a registered Architect in terms of the Architects and Quantity Surveyors Act, Act No. 13 of 1979 and provide professional architectural services related to the Feasibility Study.

The architect must complete the assignment with the highest level of professionalism and diligence.

The services expected by the Architect are as, but not limited to the following:

##### **3.1 Standard Services for Feasibility Study Only**

- Co-ordination of consultant team
- Chair meetings and provide all minutes of meetings
- Provide sketch floor layouts with dimensions
- After approval of the design, develop it sufficiently to co-ordinate the works and services of consultant
- Provide other consultants and specialists if any, with preliminary working drawings and details;
- Ensure that there are consecutively numbered drawings and provisional schedule of construction details;
- Develop provisional schedules for doors, windows, furniture and fittings, sanitary fittings and finishes;
- Discuss the design with the statutory authorities concerned;
- Review the budget and time schedule;
- Inform the client in writing of the effect of the reviewed budget and time schedule

#### **4. SCOPE OF WORK**

##### **4.1 Desk Study:**



A desk study should be carried out, collecting all data, client references, maps, and other information relevant to the building design and reviewing for planning of further field survey and investigation works as well as detailed design.

#### **4.2 Master plan and Conceptual Design**

The Architect shall:

- a) Prepare and submit the conceptual Master Plan/ Architectural Design/Outline proposal as well as estimate of the project for approval by MLIREC.
- b) Prepare and submit preliminary design and cost estimates incorporating MLIREC's and DoW's suggestions and comments

#### **5. METHODOLOGY AND WORKPLAN**

The Consultant team must submit a description of the methodology and approach on the achieving of the objectives of the assignment and carrying out the activities as outlined under the Scope of Work. This should include:

- i. List of Tasks.
- ii. Brief description of activities and output of each task.
- iii. Task schedule.
- iv. Resources to be provided by consultant; and
- v. Resources to be provided by MLIREC.

#### **6. MLIREC'S OBLIGATIONS**

- i. MLIREC shall provide the Consultant team with relevant documents, data, and other necessary information to enable the Consultant to carry out the services in a timely manner.
- ii. MLIREC shall give notice to the Consultant team of anyone who is authorized to Represent MLIREC in dealings with the Consultant team and the scope of the representative's authority.
- iii. MLIREC shall reply as soon as reasonably practicable to any request for a decision or approval in connection with the Consultancy services.
- iv. MLIREC shall make payments to the Consultants as agreed and in terms of the contract agreement.



### Evaluation and Qualification Criteria

This Section complements the Terms of Reference. It contains the criteria that the Ministry of Labour, Industrial Relations and Employment Creation and Ministry of Works and Transport will use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

### Evaluation Methodology

Evaluation is going to be conducted by an ad hoc Bid Evaluation Committee (BEC) accordance to the following criteria as stated in table 1, and 2, in two phases.

#### Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with **Yes** in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation).

#### Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in **table 2 as per the weights stated therein. The total technical evaluation is out of 100%. The bidder must score 70% and above. Bidders who fail to achieve the required minimum score of 70% will be deemed as "technically non-responsive".** Such bidders will be excluded from being considered for further evaluation.

**Selection Method: Quality Based Selection** (The bidder must score 70% and above on technical evaluation)

#### 1. Qualification and eligibility

**Table 1: Mandatory Requirements**

Document Description	Yes/No
1. A valid certified copy by the Namibian Police of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA or Annual Good Standing Certificate by ECN	
2. Copies of identification documents (IDs) of the shareholders or members of the trustee as certified by the Namibian Police;	





	3. A valid original or certified copy by the Namibian Police of a Good Standing Tax Certificate from the Receiver of Revenue;		
	4. A valid original or certified copy by the Namibian Police of a Good Standing Certificate from Social Security Commission ;		
	5. A valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
	6. 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, wage determinations, and Award, where applicable and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof.		
	7. A duly completed and signed Bid Securing Declaration form		
	8. A duly completed and signed Self-Declaration;		
	9. Duly completed, initialled and signed Joint Venture Agreement (if applicable)		
	10. Submit proof of experience in related building Project in Namibia of a value above N\$20 million.		
	11. Bid validity period 180 days		
5.2 (a)	<b>Table 1: Technical Evaluation Criteria</b>		
	<b>Item</b>	<b>Scores</b>	
		<b>Score</b>	<b>Total</b>
	<b>1. Project Methodology and Work Plan</b>		<b>30</b>
	1.1. Project Appraisal Methodology	6	
	1.2. Project Planning and Execution Approach	10	
	1.3. Environmental Design Statement	10	



1.4. Project Scheduling Outline	4	
<b>2. Company's Relevant Experience</b>		
2.1. Experience in 1 (one) project of Construction building Project	10	
2.2. Experience in 1 (one) Renovations and/Upgrading	10	
<b>2.3. Company's Current Commitments</b>		
Appointment on 2 (two) or less GRN projects	6	
Appointment on 3 (three) to 4 (four) GRN projects	4	
Appointment on 5 (five) or more GRN Projects	0	
On a separate sheet bidders are to list, Name of Project, NPC Code, Appointment Number, Value of Project, User Ministry, and Current Stage, also to state if project is ongoing or on hold. Providing false information will lead to disqualification.		
<b>3. Qualification and Experience of Key Personnel</b>		
<b>3.1. Academic Qualifications</b>		
1 (one) Architect fully registered with NCAQS	4	
2 (two) or more Architects fully registered with NCAQS	8	
<b>3.2. Design Software</b>		
1 (one) or more Architects with design, modelling and simulations experience for a Multi-storey Building	10	
<b>3.3 Training</b>		
1 (one) or more local professionals receiving training or mentorship (minimum degree level)	6	
2 (two) or more local professionals training or mentorship (minimum degree level)	12	
<b>Total score Technical</b>		<b>100</b>
<b>5.7</b> The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$ , in which $S_f$ is the financial score, $F_m$ is the lowest price and $F$ the price of the proposal under consideration.		



	<p>The weights given to the Technical and Financial Proposals are: <math>T = 0.7</math> and, <math>P = 0.3</math></p>
7.5	<p>Expected date for commencement of consulting services _____ [Ins <i>[Insert location]</i>]</p>

