



REPUBLIC OF NAMIBIA

---

## MINISTRY OF WORKS AND TRANSPORT

---

Enquiries: Mr. P. Muleka  
Tel: 061-2088737

Private Bag 13341  
6719 Bell Street, Snyman Circle  
Windhoek  
Namibia

### 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 engineering firms to provide Electrical 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 Namibian 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 Electrical Consultant will collaborate with the appointed team of other consultants, 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. Electrical Engineering Deliverables**

Full Professional Service will be required:

The Successful Consultant for the works to be done and appointed, must be a registered Electrical 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 the other consultants' designs into services design
- Liaise, co-operate and provide necessary information to the client, and other consultants
- 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, materials and components.

### **2. Documentation and Procurement**

- Preparation of designs, drawings, specifications and engineering schedules of quantities.
- The drafting or adapting invitations to tender, tender conditions, forms of tender and conditions of contract.
- Analysis of tenders and submission of recommendations on the acceptance of tenders and estimates of the cost of the works.
- Prepare specifications for the works and agree preambles with the quantity surveyor when applicable
- Co-ordinate services and prepare necessary services co-ordination drawings
- Review cost estimate with the quantity surveyor
- Provide working drawings to the Ministry of Works and Transport for approval



- Liaise, co-operate and provide necessary information to the other consultants
- Complete construction documentation and proceed to call for tenders
- Obtain offers for the execution of the works
- Assist the Principal Agent in evaluating offers and in making recommendations on the award of the building contract as required.

### **3. Construction Contract Administration**

- The drafting of the contract documents (Contract administration).
- Preparation of any further plans, designs and drawings which may be necessary for the carrying out of the works
- Issue construction documentation
- Initiate and/or check sub-contract design and documentation as appropriate to ensure that it complies with design requirements.
- Inspect the works for conformity to the contract documentation
- Administer and perform the duties and obligations assigned to the Electrical Engineer
- Issuing instructions to contractors, co-ordination and general inspection of the execution of the works for compliance with the contract.
- Prepare interim payment valuations and submit same to quantity surveyor
- Advice to the client regarding the inspection and testing of such materials and plant as are usually inspected and tested.
- Making arrangements for carrying out and witnessing of performance or acceptance tests on site.
- Check and approve subcontract shop drawings for design intent
- Update and issue the drawings register.
- Issue variation orders
- Review and comment on operations and maintenance manuals, guarantees, certificates and warranties.
- Inspect the works and issue completion and defects lists
- Making arrangements to provide the client, on completion of the engineering works, with such record drawings and manuals as may be required for the operation and maintenance of the engineering works, and preparing such documents as may be necessary to coordinate the drawings and manuals provided.

### **4. Close-Out**

- Inspect and verify rectification of defects
- Prepare relevant payment valuations and submit to quantity surveyor.
- Prepare and / or procure operations and maintenance manuals, guarantees and warranties
- Prepare and / or procure as-built drawings and documentation and submit to the Ministry of Works and Transport for approval and archiving.
- Issue the completion certificate related to electrical services.

