

TERMS OF REFERENCES FOR MECHANICAL ENGINEER

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 Mechanical engineer on the project must be a Registered Professional Mechanical Engineer or Incorporated Mechanical Engineer in terms of the Engineering Professions Act, Act No. 17 of 1986 as amended in 1991.

The Services expected from the Mechanical Engineer are defined as follows:

1. Standard Services for Preliminary Design Only

- Review the documentation programme with the other consultants, the Department of Works and MLIREC
- Incorporate the client's detailed requirements into building's Mechanical 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
- Provide conceptual layouts/diagrams, costing and any information to the quantity surveyor for the completion of detailed estimates of construction cost where applicable
- Review the design, costing and program with the other consultants
- Confirm the scope and complexity of the works
- Review the design and consult with local authorities and other statutory authorities
- Compile mechanical engineering cost estimates,
- Compile the Mechanical Engineer's Design Report



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 Feasibility Study

- a) Mechanical requirements plus costing,
- b) External works
- c) Municipal Requirements.

4.3 Master plan and Conceptual Design

The Mechanical Engineer shall:

- a) Prepare and submit preliminary design and cost estimates incorporating MLIREC's and DoW's suggestions and comments

4.4 Cost Estimates

The Mechanical Engineer shall also submit to MLIREC a detailed cost estimate of the project.

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)	Table 1: Technical Evaluation Criteria	
	Item	Scores
		Score Total
	1. Project Methodology and Work Plan	
	1.1. Project Appraisal Methodology	6
	1.2. Project Planning and Execution Approach	10
	1.3. Environmental Design Statement	10
		30



1.4. Project Scheduling Outline	4	
2. Company's Relevant Experience		
2.1. Experience in 1 (one) project of Construction building Project	10	
2.2. Experience in 1 (one) Renovations and/Upgrading	10	
2.3. Company's Current Commitments		
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.		
3. Qualification and Experience of Key Personnel		
3.1. Academic Qualifications		
1 (one) Mechanical Engineer fully registered with ECN	4	
2 (two) or more Mechanical Engineers fully registered with ECN	8	
3.2. Design Software		
1 (one) or more Engineers with design, modelling and simulations experience for a Multi-storey Building	10	
3.3 Training		
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	
Total score Technical		100
5.7	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. The weights given to the Technical and Financial Proposals are: $T = 0.7$ and, $P = 0.3$
7.5	Expected date for commencement of consulting services _____ [Ins <i>Insert location</i>]

