

TERMS OF REFERENCES FOR QUANTITY SURVEYOR

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

The Quantity Surveyor must complete the assignment with the highest level of professionalism and diligence. The services expected by the Quantity Surveyor are as follows:

3.1 Standard Services for Stage A Only

- Budget estimating
- Cost Planning
- Receiving commission/instruction from the client
- Providing Financial design criteria advice
- Preparing preliminary and comprehensive estimates to commence with Services B

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, Conceptual Design and Estimates

The Quantity Surveyor shall:

- a) Prepare and submit preliminary 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)	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



5.7	1.4. Project Scheduling Outline	4	
	2. Company's Relevant Experience		30
	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		40
	3.1. Academic Qualifications		
	1 (one) Quantity Surveyor fully registered with NCAQS	4	
	2 (two) or more Quantity Surveyors fully registered with NCAQS	8	
	3.2. Design Software		
	1 (one) or more Quantity Surveyors with experience in Multi-storey Building construction	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:		



	<p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = 0.7$ and, $P = 0.3$</p>
7.5	Expected date for commencement of consulting services _____ [Ins [Insert location]]

