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**OPEN NATIONAL BIDDING
FOR THE
PROCUREMENT OF NON- CONSULTANCY SERVICES**

**PROCUREMENT REFERENCE NO:
NCS/ONB/NAMRA/01-2/2024**

**PROJECT TITLE: PROCUREMENT OF LEASING OF OFFICE
SPACE FOR THE DIVUNDU SATELLITE OFFICE FOR A
PERIOD OF 36 MONTH [THREE YEARS]**

Cost: Free to be downloaded from NamRA website.
www.namra.org.na

COMPANY NAME: _____

TOTAL BID AMOUNT: _____



LETTER OF INVITATION

TO: Prospective Bidders

15 August 2024

Procurement Reference No: NCS/ONB/NAMRA/01-2/2024

PROJECT TITLE: PROCUREMENT OF LEASING OF OFFICE SPACE FOR THE DIVUNDU SATELLITE OFFICE FOR A PERIOD OF 36 MONTH [THREE YEARS]

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of non-consultancy services described in the above-mentioned subject matter.

Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: procurementclarification@namra.org.na

DEADLINE FOR BID SUBMISSION: FRIDAY, 30 AUGUST 2024 AT 11:00AM

Yours faithfully

MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT



TERMS OF REFERENCE (TOR)

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SECTION I - INTRODUCTION

EXECUTIVE SUMMARY

1. Background and Scope of work

NamRA wishes to appoint professional, capable and suitably experienced Namibian Company to provide office space for the Divundu satellite office for a period of thirty-six 36 month [Three Years]

2. Scope of Services

The services should be able to provide adequate office space as indicated in the table below with the conditions met under Section II of this document.

Item no	Office size	Description	Quantity
1.	Lease of Office space	Office unit	1
2.	The office interior must consist of	3x Office rooms	3x
		1x customer care service center	1x
		1x waiting room	1x
		1x kitchen	1x
		1x server room	1x
		2x toilet	2x

SECTION II: SCOPE OF SERVICES

The NamRA seeks to lease office space for the Divundu Satellite office, the premises to be leased should be able to accommodate four (4) employees under the Domestic Taxes Department. The duration for the contract will be for period of thirty-six 36 month [Three Years]

To achieve our objective and optimum office space the following factors must be considered

- **Location** - The building must be in a high foot traffic area within the CBD, appropriately located for local and international visitor access
- **Image**- The building must reflect a professional and modern image to the public
- **Parking** – Adequate safe and secure, visitors parking, disabled parking and parking for office personal **NB!! All parking's should be clearly indicated as designated parking as per the above**
- **Access** –the building should cater to the disabled (NB! Building plan to be attached with colour pictures of the office space)

- **Space Requirements** -
 1. The office space needs to be sufficient to accommodate four (4) employees a waiting area, x1 customer care service center, x1 waiting room, x1 kitchen, x1 server room and x 2 toilet

- **Branding** -
 1. Office branding should be allowed on the preferred approved designs of NamRA

- **Environmental Efficiency** - The buildings must be designed as efficiently as possible to create optimal comfort levels for staff while at the same time considering consumption of energy.
 1. Water reticulation and recycling
 2. Energy efficiency
 3. Solar option

- **Storage**–Sufficient space for safe storage of documents and other items that requires storage

- **Occupational Health and Safety** – The rental space should be in compliance with all occupational, health and safety legislations as per the municipal regulations as prescribed by the Namibian law.

- **Security & Safety** - Building should be in a secure location with an alarm system, burglar bars ect. Staff and equipment should be secure within the confines of the building.

- All offices must be fitted with working electrical wall sockets, well lighted. Well lit, with natural light

- Network capabilities essential, and adequate back up power

Information required in bidding provided:

1. Total available space in square meters
2. Total rent in square meters, excluding parking
3. Total available parking bays, and cost per bay
4. Location
5. Extent of disabled access
6. Description of ready installed network capabilities' (wiring, network points)

Upon the Lessee furnishing NamRA with a monthly invoice for payment for services rendered. The Invoice should be accompanied by good standing certificates for Tax and Social Security Commission.

Performance Monitoring Objective

The appointed representative/s of Regional Manager, Assets & Facilities and Procurement Team of NamRA and the Lessee shall meet at management level quarterly or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the lease agreement. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the rental of office space. This management meeting between the NamRA representative/s and the Lessee shall be attended by any other relevant parties when need arise. The meetings shall not take more than one hour and shall take place at NamRA's premises (preferably at the office building where offices are being leased).

The scope of the Committee(s) shall be for:

- (a) reviewing major shortcomings that have occurred on the leased office space in the past months and measures taken thereon.
 - (b) taking cognizance of complaints made by NamRA's representatives and action taken by the Lessee
 - (c) attending to weaknesses in respect of facilities deployed by the Lessee on the leased premises and the need for improvement.
 - (d) attending to other matters related to the contractual obligations of the Lessee.
- Appropriate records of the Management Meetings shall be kept by NamRA. The Lessee will be required to sign off the minutes of meetings thereof as confirmation of actions and resolutions agreed thereto.

Post Contract Evaluation Report After the completion of the contract period.

At the end of each Financial Year - Annually (meaning contract anniversary) NamRA's appointed representative/s shall prepare a performance report that shall reflect the service level based on recorded facts. A copy of the report shall be forwarded to the Lessee for its information and allowing the Lessee at the same time the possibility to express its disagreement with the report, if any. A copy of the report and response of the Lessee shall be kept in the procurement file for auditing and / or any future references thereto.

SECTION III: PERFORMANCE AND ETHICAL REQUIREMENTS

1. FRAUD AND CORRUPTION

- a. NamRA requires that bidders, participating in its procurement activities, observe the highest standard of ethics during the procurement process and execution of contracts.
- b. NamRA will reject an offer for award if it determines that the Bidder recommended for award of contract has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.

For the purposes of Sub-Clause 1.1.2.1 above:

- (i) "**Corrupt practice**" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- (ii) "**Fraudulent practice**" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

- (iii) “**Collusive practice**” means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
- (iv) “**Coercive practice**” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- (v) “**Obstructive practice**” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

2. CONFLICT OF INTEREST

For the purposes of this Clause above:

A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified instantly from partaking in the procurement process. In accordance with NamRA Internal Procurement Policy and Procedures, a Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- i. they have a controlling partner in common; or
- ii. they receive or have received any direct or indirect subsidy from any of them; or
- iii. they have the same legal representative for purposes of this bid; or
- iv. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of NamRA regarding this bidding process; or
- v. A Bidder participates in more than one bidding company in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same sub-Lessee in more than one bid: or
- vi. A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical Specifications of the Contract that is the subject of the Bid.

3. GENERAL REQUIREMENT

3.1 Language of Bid

- i. Bid, supporting documents as well as all correspondence relating to the bid exchanged by the Bidder and NamRA shall be in **English Language**.
- ii. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

3.2 Preparation, Submission and Opening of Bid

- i. A Bidder shall bear all costs associated with the preparation and submission of its Bid, and NamRA shall in no case be responsible or liable for those costs irrespective of the outcome of the bidding process.

- ii. A Bidder shall ensure that all pages of this bid is **initialled and stamped with the bidder's company stamp on each page and signed only where appropriate.**
- iii. The Bid submission shall consist of the following submissions:
 - **One (1) original hardcopy**
 - **One (1) copy of the original hardcopy.**
- iv. The bid price and rates shall be in Namibian Dollars and fixed for the duration of the Contract unless otherwise specified in the Contract (if need be) to be signed with the successful bidder.
- v. Bids will be opened internally by NamRA Procurement Management Unit (PMU). A record of the Bid Opening stating the name of the bidders, the amount quoted (if any), including mandatory documents referred to in Stage One Evaluation Criteria will be kept by PMU.

3.3 Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process.

SECTION IV – EVALUATION AND QUALIFICATION CRITERIA

3. BIDDING EVALUATION PROCESS

The BIDS will be evaluated in three stages namely, stage one, two, and three respectively by the Bid Evaluation Committee (BEC) appointed by the Accounting Officer / Commissioner and subsequently submitted to the Procurement Committee for recommendation of award to the successful bidder.

Stage 1: Mandatory Documentation and Eligibility Criteria (Pass/Fail)

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification, bidder cannot be evaluated for Stage 2 Technical.

TABLE 1: MANDATORY AND ELIGIBILITY REQUIREMENTS	
DOCUMENT DESCRIPTION	Yes/No
Compulsory Site Meeting Attendance	
a valid original or certified copy of a certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. NB: Identity document for all shareholders to be attached, disclose detailed proxy involved and any beneficial ownership.	
Submit an original or valid certified copy of a Good Standing Tax Certificate from the Receiver of Revenue duly certified from Namibian Police or Commissioner of Oaths.	
Submit an original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police	

Submit an original or valid certified and authentic copy of small and medium size enterprises (SMEs) Certificate duly certified by a Commissioner of Oaths, or Namibian Police NB! Certificate shall be vetted by NamRA Internal Affairs Department	
Submit an original Fitness certificate from Divundu Village Council duly certified by a Commissioner of Oaths, or Namibian Police NB! Certificate shall be vetted by NamRA Internal Affairs Department	

STAGE 2: TECHNICAL EVALUATION [100 MARKS]

Bidders will need to score a minimum of **70 points in technical** in order to qualify for further evaluation

Components of the tender to be evaluated	Weighting	Maximum Marks
Capacity of Bidder	Company profile, proof of ownership of building and property	10
	Zero (0) points will be allocated if no proof of ownership of building and property	0
Location	Rental property should be located within the vicinity of the Central Business District of Divundu Municipal water bill to be attached (not older than 2 months with business address corresponding with the fitness certificate)	20
	Zero (0) points will be allocated if no proof of rental property located within the vicinity of the Central Business District of Divundu Municipal water bill to be attached (not older than 2 months with business address corresponding with the fitness certificate)	0
Readiness of the Building	<p>Detail project plan including work breakdown of occupancy readiness of the building</p> <p>Suitable to house NamRA four (4) staff members</p> <p>3x Office rooms</p> <p>1x customer care service center</p> <p>1x waiting room 1x kitchen</p> <p>1x server room</p> <p>2x toilet</p> <ul style="list-style-type: none"> • Parking – adequate safe and secure, visitors parking, disabled parking and parking for office personal • Access –the building should cater the to the disabled (NB! Building plan to be attached with colour pictures of the office space) <p>Detailed building architectural floor plan to be attached with full square meters to be indicated</p>	20

			0
	Zero (0) points will be allocated if no Detail project plan including work breakdown of occupancy readiness of the building		
	Bidder demonstrates the capability and ability to provide a maintenance plan for the installation service (floor plan, design and layout, partitioning, installation of doors, locks, internal floor coverings and skirting requirements, internal wall finishing, additional internal electrical requirements, additional plumbing and water requirements, installation of air conditioners etc.). List not exhaustive.		5
	Zero (0) points will be allocated if no maintenance plan is attached		0
Bidder's Experience	The bidders must demonstrate previous lease agreements experience, Please attach signed reference letters with contact numbers. <ul style="list-style-type: none"> • <1 reference letter (0 points) • 1-3 reference letter (5 points) • 5> reference letter (10 points) 		10
	Zero (0) points will be allocated for non submission		0
Environmental Efficiency	The buildings must be designed as efficiently as possible to create optimal comfort levels for staff while at the same time considering consumption of energy. <ol style="list-style-type: none"> 4. Water reticulation and recycling 5. Energy efficiency 6. Solar option NB!! Evidence of Water reticulation and recycling, Energy Efficiency and Solar option should be attached if available Zero (0) points will be allocated for non submission		5
			0
Storage	Sufficient space for safe storage of documents and other items that requires storage		5
	NB!! Bidder is required to provide the floor plan depicting the exact space to be utilised as storage		0
	Zero (0) points will be allocated for non submission		

Occupational Health and Safety	The rental space should be in compliance with all occupational, health and safety legislations.	5
	Certification of compliance with occupational, health and safety legislations as per the municipal regulations as prescribed by the Namibian law should be attached and will be verified with the relevant regulatory authorities. Zero (0) points will be allocated for non submission	0
Security & Safety	Building should be in a secure location with an alarm system, burglar bars ect. Staff and equipment should be secure within the confines of the building.	20
	All offices must be fitted with working electrical wall sockets, well lighted. Well lit, with natural light Network capabilities essential, and adequate back up power Zero (0) points will be allocated for non submission	0
Note: (Reference verification will be done by Bid Evaluation Committee by calling or emailing) –and may visit the place of business premises for confirmation of business operation and existence. These references should include the name of the entity, nature of contract, contract amount, contact person and office telephone number and email address.		
NB!!! The Namibia Revenue Agency shall conduct site visits for shortlisted companies only.		

STAGE 3: FINANCIAL EVALUATION

This bid would be subjected to a **Quality and Cost- Based** selection method. All bidders that achieve the threshold on the technical requirement of minimum of 70 marks and above will be considered for Stage 3, Financial Evaluation. This financial evaluation, the corrected bid prices (applicable only if there are any errors in the bidders offers) would be ranked and scored according to the following formula.

THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT.

Price Component	Costs in Namibian Dollars over 36 months 3 year		
	Year 1	Year 2	Year 3
Building price per square meters			
Price per parking area			
Estimated electricity - if pre-paid kindly provide meter number			
Estimated water and electricity			
Subtotal			
VAT@15%			
Total Cost			

4. BID CLARIFICATION AND ENQUIRIES

All technical / procurement clarifications and / or enquiries, if any, should be addressed by email to NamRA Procurement Management Unit (PMU) at: procurementclarification@namra.org.na

Taking part in this process does not commit or bind NamRA in accepting any proposal. The bidding process may be cancelled at any given time without prejudice.

5. CLOSING DATE, TIME, AND PLACE FOR BID SUBMISSION

Bids should be posted, or hand delivered in a single sealed envelope by **FRIDAY, 30 AUGUST 2024 AT 11:00AM** indicating the procurement reference number and detailing the project title for the service to be undertaken as per details below:

- Bidders are responsible for ensuring that their bids reach NamRA in good time.
- Bids received after the deadline will not be considered and will be returned to the bidder's postal in sealed envelope.

The Chairperson: Procurement Committee

Through the Head: Procurement Management Unit (PMU)

PROCUREMENT REFERENCE NO: NCS/ONB/NAMRA/01-2/2024

NamRA Head Office, Town Square Building,

Upper Retail Floor, Post Street Mall

P O Box 569

WINDHOEK

NAMIBIA

//END.