



**transnamib**

## Invitation for Expression of Interest

TransNamib Holdings Ltd hereby invites suitable, eligible, qualified companies to submit their proposals for Property Development Project in Windhoek Erf 194.

EOI Number	Description
EOI/TNHL-10/2024-25	Property Development Project in Windhoek Erf 194
Request for Clarifications to TNHL in writing not later than	14 days prior to closing date
EOI closing date	12 September 2024
For Enquiries Contact	<b>Tel:</b> +264 819582009 / 819582022 Administrator: Tenders and Contracts

### 1. EOI Documents Availability:

Documents are available at 16 Professor Mburumba Kerina Street, TransNamib Holdings Head Office, Ground Floor, Procurement Department.

### 2. Details of EOI Submission:

Kindly submit proposal in a sealed envelope at 16 Professor Mburumba Kerina Street, TransNamib Holdings Ltd Head Office, Ground floor, Procurement Department. Bidders must submit their proposals on or before Closing Date and Time. Documents to be submitted in the TENDER BOX, Finance Board Room, before the Closing date and Time .

### 3. INSTRUCTIONS TO SERVICE PROVIDERS / SUPPLIERS

Prospective bidders that wish to submit the required documents should examine the document carefully and review all instructions contained herein. Bidders should follow the instructions so that TransNamib can properly evaluate and compare all proposals received. Cost incurred in the preparation of this EOI are on account of the Bidder.

#### 3.1 REJECTION OF PROPOSALS

TransNamib in its sole and absolute discretion reserves the right to reject a Proposal if:

- Proposals are not substantially responsive to the request in the invitation;
- Documents received contain serious irregularities resulting in interference with the normal play of market forces

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## **TERMS OF REFERENCES:**

### **1. INTRODUCTION**

TransNamib Holdings Limited invites Expressions of Interest (EOI) from qualified and experienced developers for a property development project in Windhoek. The project aims to enhance urban infrastructure and provide modern, sustainable, and commercially viable and mixed use properties that meet the city's growing needs.

### **2. OBJECTIVES**

- To identify experienced and qualified property developers with a proven track record in commercial, residential and mixed used property development.
- To develop a property that aligns with the strategic urban development goals of Windhoek and aligned with TransNamib property strategy.
- To ensure compliance with the Public Procurement Act 2015 of Namibia and other relevant regulations.
- To promote sustainable and innovative building practices.

### **3. SCOPE OF WORK**

The selected developer will be responsible for:

- Conceptualizing and designing the property development project to yield most optimal returns.
- Conducting feasibility studies, including environmental and social impact assessments.
- Securing necessary approvals and permits.
- Constructing the property as per approved plans and specifications.
- Ensuring the project adheres to sustainable and green building standards.
- Managing the property development project within the agreed timelines and budget.

### **4. ELIGIBILITY CRITERIA**

Interested developers must meet the following criteria:

- Proven track record of successful property development projects of similar scale and complexity.
- Demonstrated financial capability and to undertake the project.
- Compliance with the Public Procurement Act 2015 of Namibia.
- Experience in sustainable and green building practices.
- Ability to engage local subcontractors and suppliers where feasible.

### **5. SUBMISSION REQUIREMENTS**

Interested developers are required to submit the following:

- Company profile, including ownership and management structure.
- Details of relevant experience, including project descriptions and client references.
- Financial statements for the past three years.
- Preliminary project concept, including design approach and sustainability features.
- Proposed project timeline and key milestones.
- Proof of registration with relevant Namibian authorities.

## 6. EVALUATION CRITERIA

The EOI submissions will be evaluated based on the following criteria:

### 6.1 Preliminary Examination of Bids:

#	Description	Yes	No
1	Bidder has submitted the <b>duly</b> filled in, signed, stamped, and dated Bid Submission Sheet Form;		
2	Original copy of the bid is typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder		
3	The bidding document is signed, and all pages of the bid are initialed by the person signing the bid.		
4	EOI is written in English language.		
5	Bidder has completed, signed and submitted a bid securing declaration.		
<b>OVERALL ADMINISTRATIVE COMPLIANCE</b>			

Bidder's that do not comply with the stipulated requirements will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

### 6.2 Legal Admissibility Evaluation Grid:

#	Description	Yes	No
1	Bidder has submitted a copy of company registration / founding statement		
2	Bidder has an original or certified copy of valid good Standing TAX Certificate; In case of a JV, both parties must submit		
3	Bidder has an original or certified copy of valid good Standing Social Security Certificate or equivalent from country of origin		
4	Bidder has a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder		

	is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
5	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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.		
6	In case of JV Bidders, the following additional documentation should be submitted:  a) Certified copies of valid joint venture agreement outlining the managing structure of the JV and power of attorney for the signatory of the joint venture		
<b>OVERALL LEGAL COMPLIANCE</b>			

### 6.3 Technical Evaluation criteria

#	Criteria	Weight	Score
1	Relevant Experience and Track Record <ul style="list-style-type: none"> <li>- List of 3 or more similar projects – 20 points</li> <li>- None – 0</li> <li>- 3 or more reference letters – 7 points</li> <li>- 2 reference letter 3 points</li> <li>- None - 0</li> </ul>	<b>30</b>	
2	Financial capability <ul style="list-style-type: none"> <li>- <b>Audit Financial Statements</b> for last 3 years - 15 <b>points</b></li> <li>- None- 0</li> <li>- <b>Access to credit and Funding</b>(letter of Intent from Financial Institutions) – <b>10 points.</b></li> <li>- None – 0</li> <li>- <b>Preliminary Project Cost Estimates and Budget:</b> (A preliminary estimate or budget based on the proposed concept.) – <b>5 points</b></li> <li>- <b>None - 0</b></li> </ul>	<b>30</b>	
3	Quality and innovation of the preliminary project concept. <ul style="list-style-type: none"> <li>- <b>Project Concept Proposal:</b> (Detailed architectural design proposals, including drawings, plans, and visualizations.)- 5 points</li> </ul>	<b>10</b>	

	<ul style="list-style-type: none"> <li>- <b>Innovative Construction Methods:</b>( Description of innovative construction methods and techniques to be used in the project.) – 3 points</li> <li>- <b>Technology Integration:</b> (Explanation of how modern technologies will be integrated into the project, such as smart building systems or advanced materials.) -2 points</li> </ul>		
4	<p>Use of sustainable and green building practices.</p> <ul style="list-style-type: none"> <li>- <b>Sustainability Plan:</b>( A detailed plan outlining the use of sustainable and green building practices in the project)- 5 points</li> <li>- <b>Renewable Energy Sources:</b> (Description of renewable energy sources to be used in the project.) – 3 points</li> <li>- <b>Environmental Impact Reduction:</b>( Strategies and measures for reducing the environmental impact of the project.) – 2 points</li> </ul>	<b>10</b>	
5	<p>CVs and Qualifications of Key Personnel:</p> <p><b>Project Manager-</b> Masters or Batchelor Degree in Prject Management – <b>10 points</b></p> <p><b>Lead Architect-</b> Bachelor’s or Master’s degree in Architecture. -</p> <p><b>Professional Certifications:</b> Registered Architect with a recognized architectural board or council. <b>5 points</b></p> <p><b>Civil/Structural Engineer-</b> <input type="checkbox"/> Bachelor’s or Master’s degree in Civil Engineering or Structural Engineering. –</p> <p><input type="checkbox"/> <b>Professional Certifications:</b> Registered Engineering Council of Namibia or equivalent registered firm - <b>3 points</b></p> <p><b>Quantity Surveyor-</b> Bachelor’s degree in Quantity Surveying, Construction Management, or a related field. – <b>2 points</b></p>	<b>20</b>	
<b>Total Score</b>		<b>100</b>	

## 7. SUBMISSION DEADLINE AND CONTACT INFORMATION

All EOIs must be submitted by hand delivered or couriered to the following address:

TransNamib Holdings Limited  
16 Prof Mburumba Kerina Street  
Procurement Board Department, Ground Floor.  
Windhoek

**7.1 Request for Clarifications: 14 Days before submission date.**

**7.2 Submission date and Time: 12 September 2024 at 12H00**

Late submissions will not be considered. For any queries or further information, please contact Tenders and Contracts Administrator at [Procurement@transnamib.com.na](mailto:Procurement@transnamib.com.na) or tel number 0819582009

## 8. GENERAL INFORMATION

- This EOI does not constitute a solicitation. TransNamib reserves the right to accept or reject any or all EOIs without incurring any liability.
- Shortlisted developers will be invited to participate in a detailed Request for Proposal (RFP) process.
- All costs incurred by respondents in preparing and submitting their EOIs are the sole responsibility of the respondents.

## 9. COMPLIANCE WITH PUBLIC PROCUREMENT ACT OF NAMIBIA

All stages of the procurement process, from the EOI to the awarding of the contract, will be conducted in accordance with the Public Procurement Act of Namibia. This includes but is not limited to ensuring transparency, fairness, and competitive bidding processes.

Specific compliance requirements include:

**Transparency:** Ensuring all information is clearly communicated and all processes are open to scrutiny.

**Fair Competition:** Providing equal opportunity for all qualified developers to participate.

**Accountability:** Documenting and justifying all decisions made during the procurement process.

**Integrity:** Adhering to ethical standards to prevent any form of corruption or malpractice.

By submitting an EOI, developers agree to adhere to these principles and the provisions of the Public Procurement Act of Namibia.

## EOI Submission Form

The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: .....

Procurement Ref. No.: EOI/TNHL-10/2024-25

To: TransNamib Holdings Ltd

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: \_\_\_\_\_ *[insert the number and issuing date of each Addendum];*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services \_\_\_\_\_ *[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:
- Discounts.** If our bid is accepted, the following discounts shall apply. \_\_\_\_\_ *[Specially in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*
- Methodology of Application of the Discounts.** The discounts shall be applied using the following method: \_\_\_\_\_ *[Specify in detail the method that shall be used to apply the discounts];*
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 21.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 25.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we undertake to obtain a Performance Security in accordance with ITB Clause 45 and GCC Clause 18 for the due performance of the Contract;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries \_\_\_\_\_ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*

- (h) We have no conflict of interest in accordance with ITB Sub-Clause 5.2;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractor or supplier for any part of the contract—have not been declared ineligible by an international financing agency such as the World Bank, African Development Bank or any other international agency or under the Laws of Namibia or official regulations in accordance with ITB Sub-Clause 5.3;
- (j) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid/ is payable and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (k) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached herewith and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.
- (l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: \_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*  
 In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Bid Submission Form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1)(b) and**  
**37(5))**

**Date:** .....[Day/month/year].....

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity and address].....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed:

.....  
[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

.....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***\*delete if not applicable / appropriate***





**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

### **3. UNDERTAKING**

I .....*[insert full name]*, owner/representative

of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*