



PROCUREMENT MANAGEMENT UNIT

Namibia Wildlife Resorts is a State owned enterprise, mandated to run all the tourism facilities within the protected areas of Namibia (currently 23 facilities). The only shareholder is the Government of the Republic of Namibia; hence, it belongs to the Namibian people. The company was established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, (Act 3 of 1998), hereinafter referred to as the Act. Other legislation that has an impact on NWR are the Companies Act (Act 61 of 1973 as amended), the Public Enterprise Act (2 of 2006 as amended), the Public Enterprises Governance Amendment Act (Act 8 of 2015) and Public Procurement Act (Act No:15 of 2015).

STANDARD BIDDING DOCUMENTS

FOR
Expression of Interest
[ISSUED IN TERMS OF SECTION 7(1) (1) OF THE PUBLIC PROCUREMENT ACT, 2015]
(NCS)

PROCUREMENT REF NO: ONB/EOI/PMU –01 – FY21/22

APRIL 25, 2022

Private Bag 13378, Windhoek
2nd Floor Gathemann Building
181 Independence Avenue
Windhoek, NAMIBIA
Tel: + 264 – 61 – 285 7145
Fax: +264 – 61 – 221 132

www.nwr.com.na



EXPRESSION OF INTEREST

Provision of office space rental

PROCUREMENT REFERENCE NO: **ONB/EOI/PMU -01 – FY21/22**

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Namibia Wildlife Resorts Ltd

Namibia Wildlife Resorts Ltd reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any bidding; and
- (c) to cancel the bidding process and reject all bidding at any time prior to contract award.

2. Preparation for bidding

You are requested to bid for the items mentioned in Section III by completing, signing and returning:

- (a) the Bidding Letter in Section III
- (b) the List of services and Price Schedule Section V;
- (c) the Specifications and Compliance Sheet in Section VI; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for the Bidding document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity for bidding

The Bidding validity period shall be 90 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Bidding exercise, you should:

- (a) have an original valid good Standing Tax Certificate

5. Sealing and Marking for bidding

For hand deliveries bidding, they should be in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Namibia Wildlife Resorts Ltd with the Bidder's name and contact information at the back of the envelope.

6. Clarification meeting

Clarification meeting will be held at NWR's Head office on Tuesday, **17th May 2022, 10H00** in the Boardroom, 1st floor. Attending this meeting is not mandatory.

7. Submission for bidding

Sealed envelopes should be submitted into the tender box at NWR's head office not later than Monday, **25 May 2022 at 10h00**. Late bidding will be rejected.

8. Opening for bidding

Bids will be opened internally by the Namibia Wildlife Resorts Ltd immediately after the closing time referred to in instruction 6 above. A record of the Bidding Opening stating the name of the bidders, the amount bid will be posted on the website of the Namibia Wildlife Resorts Ltd and available to any bidder on request within three working days of the Opening.

9. Evaluation for bidding

The Namibia Wildlife Resorts Ltd shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated bidding.

10. Technical Compliance

Bidders shall submit along with their bidding documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Namibia Wildlife Resorts Ltd's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/services to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

12.1. The applicable margins of preference and their application methodology are as follows:

- **100% Namibian owned SME**

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

- **An authorization letter to serve as a dealer / agent**

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive bidding and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Notification of Award and Debriefing

The Namibia Wildlife Resorts Ltd shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Namibia Wildlife Resorts Ltd shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: TERMS OF REFERENCE

1. BACKGROUND

Namibia Wildlife Resorts is State owned enterprise, mandated to run all the tourism facilities within the protected areas of Namibia (currently 23 facilities). NWR is currently looking for office space for their head office in Windhoek.

2. THE SERVICES

2.1. Bare minimum

- 2.1.2 The building must be in a high foot traffic area within the CBD, appropriately located for local and international visitor access. Parking space for guests. Proximity to head office will be an advantage
- 2.1.3 All offices fitted with working electrical wall sockets, well lighted. Well lit, with natural light being an advantage
- 2.1.4 Network capabilities essential, and adequate back up power
- 2.1.5 All the offices should have functional air conditioners
- 2.1.6 The parking space for +/- 25 cars
- 2.1.7 NWR reserves the right to tailor the requirements based on options presented.

2.2. Information required in bidding provided:

- Total available space in square meters
- Total rent in square meters, excluding parking
- Total available parking bays, and cost per bay
- Location
- Extent of disabled access
- Description of ready installed network capabilities' (wiring, network points)

2.3 Payment will be released once the followings conditions are met:

- A monthly rental payment will be done once the statement is received after successful service delivery

SECTION III: BIDDING LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bidding with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the EOI prevail over any attachments. **If your bidding is not authorised, it will be rejected.**]*

Bidding addressed to	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Bidding referenced above.

We confirm that we are eligible to participate in this Bidding exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Bidding is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices stated in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the bidding validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Bidding Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Bidding:		Position:	Signature:
Date		Phone No./Fax	

3.	<p>Finance & IT</p> <ul style="list-style-type: none"> a. 1x Chief Finance Officer b. 1x Management Accountant c. 1x Financial Accountant d. 16x Financial Assistants e. Storage space f. Procurement <ul style="list-style-type: none"> i. 1x Procurement Specialist ii. 3x Procurement Officers iii. Storage space g. ICT <ul style="list-style-type: none"> i. 1x Manager ii. 1x Supervisor iii. 3x Technicians iv. Server Room v. IT Ports for internet vi. Storage space 						
4.	<p>Operations</p> <ul style="list-style-type: none"> a. 1x Chief Operating Officer b. 2x Admin/Specialist c. 1x Activity Manager d. 1x Assistant Activity Manager e. 2 x area managers f. Fleet <ul style="list-style-type: none"> i. 1x Fleet Coordinator ii. 1x Fleet admin iii. 1x office for over 3 to 4 drivers g. Health and Safety <ul style="list-style-type: none"> i. 1x Supervisor 						

	<ul style="list-style-type: none"> ii. 4 Hygiene Officers iii. Storage space h. Hot desking for visiting resort managers 						
5.	<p>Human Capital</p> <ul style="list-style-type: none"> a. 1x Chief Human Capital b. 1x HR Manager c. 4x HR Officers d. 1x IR e. Storage space 						
	<p>Payroll Office</p> <ul style="list-style-type: none"> h. 1x Payroll specialist i. 2x Payroll officers j. Storage Space 						
	<p>2. Marketing & Sales</p> <ul style="list-style-type: none"> a. Chief Marketing officer b. CENTRAL RESERVATIONS OFFICE <ul style="list-style-type: none"> i. Front Office/Reception ii. 5x Employees iii. 2x Cashiers (adequately protected) <p>2x online payment officers</p>						

5.	<p>Mice & Communications</p> <p>1x Manager</p> <p>iv. 1x supervisor</p> <p>v. 3x officers</p> <p>Trade</p> <p>vi. 1 x Supervisor</p> <p>vii. 7x sales assistants</p> <p>Call center</p> <p>viii. 7x Employees</p> <p>Customer Relations</p> <p>ix. 1x Manager</p> <p>x. 1x officer</p> <p>Market Research & Business Development</p> <p>xi. 1x Manager</p> <p>xii. Storage space</p>						
6.	Cost of Transportation and installation						
7.	Cost of Insurance and warrant						
8.	Other Charges (pls. specify)						
					TOTAL		
NAME:		POSITION:		SIGNATURE			DATE
NAME OF BIDDER:		ADDRESS:					

SECTION V: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Namibia Wildlife Resorts Ltd shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **ONB/EOI/PMU –01 – FY21/22**

[Bidders should complete columns C and D with the specification of the goods/service offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
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)		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **ONB/EOI/PMU -01 – FY21/22** on the website of the Namibia Wildlife Resorts Ltd (*insert website address*) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **ONB/EOI/PMU -01 – FY21/22**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>Namibia Wildlife Resorts Ltd</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the services is NWR Head office

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: For Namibia Wildlife Resorts Ltd, the address and the contact name shall be: Dr Matthias Ngwangwama Managing Director P/Bag 13378, Windhoek, Namibia Tel: +264 61 285 71 Fax +264 61 256 320 Email: <u>PMU@nwr.com.na</u></p> <p>For the Supplier, the address and contact name shall be: _____</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Namibian Applicable Laws</p> <p>_____</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The site must be ready for occupation prior to 1 March 2023. State of readiness to be furnished by the Supplier are: (a) Written Acceptance of Goods based on full compliance with EOI requirements by the NWR Project Manager.</p>
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed <i>shall not be adjustable.</i></p>
<p>Terms of Payment GCC 16.1</p>	<p>The structure of payments shall be: monthly rental payment following delivery of the Services and submission of an invoice and the documents listed in clause 13.1</p>
<p>Terms of Payment GCC 16.3</p>	<p>Payments shall be made not later than thirty days after submission of the statement and its certification by the Purchaser.</p>
<p>Terms of Payment GCC 16.4 (a)</p>	<p>The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.</p>
<p>Payment Period GCC 16.5</p>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of the statement (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
<p>Performance Security GCC 18.1</p>	<p>(i) No performance security is required*</p>

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be: done onsite on a quarterly basis [according to NWR terms and Condition].
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Windhoek
Liquidated Damages GCC 27.1	Not Applicable
Warranty GCC 28.3	N/A
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>N/A</i>

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 3**BIDDING CHECKLIST SCHEDULE**

Procurement Reference No: ONB/EOI/PMU –01 – FY21/22

Description	Attached	Not Attached
Bidding Letter		
List of Goods and Price Schedule Section		
Specification and Compliance Sheet		
Evidences for conformity of Goods		

Disclaimer:

The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its bidding to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.