



**WALVIS BAY
CORRIDOR
G R O U P**

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TERMS OF REFERENCE

TENDER NO: RFQ/WBCG01/2025
CLOSING DATE: 14 February 2025
CLOSING TIME: 16h00
DESCRIPTION: Building Renovations: Cracks & Ceiling Repairs as well as Painting & Plumbing

This tender document consists of 6 pages.

TENDERER:
ADDRESS
(Postal):
(Physical):
CONTACT PERSON:
TELEPHONE:CELL NO:.....
FAX:
TOTAL TENDER PRICE: (VAT included)

Documents must be hand delivered to:
THE PROCUREMENT COMMITTEE
WALVIS BAY CORRIDOR GROUP
31 GENERAL MURTALA MUHAMMED AVENUE
P O BOX 25220
WINDHOEK
NAMIBIA

This tender contains the **SPECIFICATIONS/SCOPE OF WORK**. The Cover page needs to be completed and submitted with any additional information you may think necessary in a sealed envelope.

A. INSTRUCTION TO TENDERERS

1. The duly completed and signed tender documents must be submitted under sealed cover, endorsed with the tender number, before the deadline:

THE PROCUREMENT COMMITTEE
 WALVIS BAY CORRIDOR GROUP
 31 GENERAL MURTALA MUHAMMED AVENUE
 P O BOX 25220
 WINDHOEK
 NAMIBIA
 Telephone: 061- 251669

Enquiries: Ms. Glory Kapendah

NB. NO EMAIL OR FAXED SUBMISSIONS WILL BE ACCEPTED.

Closing date:14 February 2025

2. In the case of a tender posted before the closing date and hour but received after the closing date, it will not be accepted, unless it is the only offer.
3. Tender prices and delivery periods must remain binding and open for acceptance for 90 days after the closing date of this tender.
4. Only the successful tenderer will be notified, and a tender will be accepted either partly or wholly.
5. Tenders should not be qualified by the tenderer's own conditions of tender.
6. The Walvis Bay Corridor Group WILL NOT BE BOUND TO ACCEPT THE LOWEST OR ONLY TENDER.
7. The Walvis Bay Corridor Group reserves the right to obtain services from one supplier or to split up the services between any two tenderers.

Documents to be Attached:

1. Copy of business registration certificate/ trade license/ founding statement.
2. Proof of ownership/ownership structure (Particulars of shareholders must be included).
3. Valid Certificate of Good standing with Social Security Commission.
4. Valid Certificate of Good standing for Tax purposes obtained from NAMRA.
5. Certificate proof from the Employment Commission that bidder is not relevant employer in terms of section 42 Affirmative action act, 1999.
6. A written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Act No 11 of 2007).

B. TENDER – BUILDING RENOVATIONS- CRACKS & CEILING REPAIRS AS WELL AS PAINTING & PLUMBING

1. **Background** The
 Walvis Bay Corridor Group (WBCG) is a section 21 (Not for Profit) local indigenous Namibian

non-governmental organization, which was established in 2000 in Namibia. The WBCG operates as a Public Private partnership (PPP) to engage in business development activities, aimed at increasing cargo for the Namibian ports and Walvis Bay Corridors, as well as to facilitate corridor and infrastructure development. Furthermore, the WBCG also provides comprehensive health and wellness services to public and private sector institutions, transport and logistics industry and other vulnerable communities.

2. Purpose

Considering the above background, these terms of reference (ToR) provide an outline of the responsibilities, expectations, and framework for the renovation project at the specified location of the Walvis Bay Corridor Group 31, General Murtala Street, Eros, Windhoek. The goal is to ensure that all parties involved have a clear understanding of their roles and deliverables to guarantee the successful completion of the project.

3. Objective

The primary objectives of the Building Renovations project are as follows:

- **Structural Integrity:** Repair visible cracks and ceiling damage to ensure safety and stability.
- **Aesthetic Improvement:** Enhance the appearance of both interior and exterior walls and ceilings by repainting the entire building.
- **Functionality:** Improve the plumbing systems, ensuring the functionality of taps and the overall water system.
- **Compliance:** Ensure all renovations meet local building codes and industry standards.

4. Scope of Work

Walvis Bay Corridor Group expects the service provider to provide the following:

- Wall crack repairs
- Roofing/Ceiling repairs (interior and exterior)
- Wall repainting (entire building) (interior and exterior)
- Yard boundary wall repainting
- Plumbing repairs (Drainage systems and Taps)
- Tiling
- Gardening

5. Roles and Responsibilities

Walvis Bay Corridor Group

- **Provision of Access:** Ensure that the renovation team has access to the site as required.
- **Approval of Plans:** Approve project plans, material choices, and any proposed changes to the scope of work.
- **Payments:** Make timely payments for services rendered as per the agreed contract terms.
- **Inspection and Approval:** Conduct regular inspections to monitor progress and ensure that the work meets the agreed standards.

Contractor/Project Manager

- **Project Execution:** Oversee the day-to-day execution of the renovation work in compliance with the specifications.
- **Material Procurement:** Procure all necessary materials, ensuring they meet the required specifications and quality standards.

- **Team Management:** Manage the work crew, subcontractors, and any external consultants.
- **Progress Monitoring:** Regularly report the progress of work to the client, highlighting any delays or issues that may arise.
- **Quality Control:** Ensure that all work meets the highest standards of quality, safety, and adherence to the project specifications.
- **Completion and Handover:** Ensure that the project is completed on time, within budget, and to the agreed specifications. Submit the completed work for client inspection and approval.

Supervisors/Quality Inspectors

- **Quality Assurance:** Monitor and ensure that all work complies with the agreed specifications, local building codes, and safety standards.
- **Inspection:** Conduct periodic site inspections and document work progress, identifying issues or areas of concern for the contractor to address.
- **Final Inspection:** Carry out a final quality inspection upon project completion to ensure everything is finished to the required standards before handing over the work to the Walvis Bay Corridor Group.

6. Project Timeline

The project is expected to be completed within the agreed-upon timeline as follows:

- Start Date: 24 February 2025
- Completion Date: 31 March 2025
- Milestones:
 - Phase 1 (Inspection and Assessment): 24 February 2025
 - Phase 2 (Wall and Ceiling Repairs): 03 March 2025
 - Phase 3 (Painting and Plumbing): 17 March 2025
 - Phase 4 (Tiling and Gardening/Interlocking): 30 March 2025
 - Phase 5 (Final Inspections and Handover): 31 March 2025

Any delays must be communicated promptly to the Walvis Bay Corridor Group, with an updated timeline provided for approval.

7. Project Budget

The total project budget will be agreed upon before work begins and must cover:

- Labor Costs
- Materials
- Equipment
- Contingency Funds (for unexpected costs)

All costs should remain within the agreed budget unless changes to the scope of work are authorized by the client.

8. Communication and Reporting

- **Weekly Updates:** Regular progress reports must be submitted by email to financeassistant2@wbcg.com.na outlining the status of the order and any issues encountered.
- **Emergency Contact:** In case of emergencies or urgent decisions, the contractor will provide a direct communication channel with Walvis Bay Corridor Group.

- On-Site Meetings: Regular meetings will be scheduled between Walvis Bay Corridor Group and the contractor to discuss progress, concerns, and any necessary adjustments to the scope of work.

9. Health, Safety and Environmental Standards

The contractor is responsible for ensuring that all work is carried out safely and in compliance with health and safety regulations.

- Safety Measures: Adequate protective equipment (PPE) must be worn by all workers on-site.
- Site Safety: The contractor must ensure the worksite is secure and that there is no risk of injury to workers or the public.
- Environmental Compliance: Waste disposal must adhere to local environmental guidelines, and no hazardous materials should be used unless expressly approved by the Walvis Bay Corridor Group.

10. Amendments to the Terms Of Reference (ToR)

Any changes to the ToR or the scope of work must be agreed upon in writing by the Walvis Bay Corridor Group and the contractor. Any amendments that result in additional costs or time extensions must be discussed and formalized in a contract addendum.

11. Dispute Resolutions

In the event of any disagreements or disputes between the parties, the following steps will be taken:

- Negotiation: Parties will first attempt to resolve the issue through direct negotiation.
- Mediation: If unresolved, a neutral third-party mediator may be appointed.
- Arbitration: If mediation fails, arbitration will be pursued according to the terms of the contract.

12. Sign-Off and Acceptance

Once the renovation work is completed, the Walvis Bay Corridor Group will conduct a final inspection. The project will be considered officially complete when the client has signed off, confirming that the work meets the agreed specifications and quality standards.

13. Payment Terms

- Payment will be made in three tranches:
 - 25% upon completion of phase 2,
 - 25% upon completion of phase 3 and,
 - 50% upon completion and acceptance of all requested renovations.
- The supplier must submit a Tax invoice addressed to Walvis Bay Corridor Group and all required documents to process the payment.

14. Evaluation Criteria - Proposals will be evaluated based on:

- a) Administrative Compliance (statutory requirements)
- b) Technical Evaluation (Compliance with technical specifications, delivery timeframe, quality assurance measures and past performance and references)
- c) Financial Evaluation (Cost-effectiveness)

15. Submission Requirements - Interested suppliers must submit separate envelopes (one Technical Proposal and one Financial Proposal):

- A detailed proposal including:
- Company profile
- Technical specifications of the offered services
- Delivery plan
- Price quotation
- References from past clients
- Official Bank rating as supplied by a reputable banking institution / Good standing certificate from Commercial Bank (NOT a letter of confirmation of bank account) – NOT older than 3 months.
- Valid Good standing Social Security Certificate
- Valid Good Standing Certificate with NAMRA.
- The proposals must be submitted by 14 February 2025 at 16h00 pm, by hand delivery to Ms. Glory Kapendah at:

WALVIS BAY CORRIDOR GROUP
31 GENERAL MURTALA MUHAMMED AVENUE
P O BOX 25220
EROS
WINDHOEK
NAMIBIA

16. Eligibility of Applicants:

Applications are open to locally based individuals or registered firms/companies. To obtain the tender document, applicants must collect it from:

WALVIS BAY CORRIDOR GROUP
31 GENERAL MURTALA MUHAMMED AVENUE
P O BOX 25220
EROS
WINDHOEK
NAMIBIA

17. Contact Information

Should any part or parts of the tender inquiry require further explanation, please email the query to Ms. Glory Kapendah via e-mail address financeassistant2@wbcg.com.na before submission of your tender, by no later than Wednesday, 12 February 2025 at 16h00 pm. The closing date for submitting your proposal and quotation is Friday 14 February 2025, 16:00 pm (Namibian Time).

Only the selected supplier will be contacted for further engagement.

_END OF DOCUMENT