

REQUEST FOR PROPOSAL

FOR

REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF AN ARCHITECT,
ENGINEERS, AND QUANTITY SURVEYOR FOR THE CENORED OUTJO
(KUNENE REGION) OFFICE PROJECT

Procurement Reference No:

CS/RFP/CENO-38/2025-2026/HCCS/ADMIN



Otjiwarongo, Namibia

23 April 2026

Letter of Invitation

Ref: CS/RFP/CENO-38/2025-2026/HCCS/ADMIN

Dear Prospective Bidder,

REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF AN ARCHITECT, ENGINEERS, AND QUANTITY SURVEYOR FOR THE CENORED OUTJO OFFICE (KUNENE REGION) PROJECT

CENORED wishes to invite you to submit your proposal for the services described in detail herewith. Any resulting contract shall be subject to the terms and conditions referred to in the document and to the CENORED Procurement Policy.

Please prepare and submit your proposal in accordance with the instructions given below. For your information, the document comprises of the following sections:

Section I: Instructions to Bidders

Section II: Proposal Letter & Appendix to Proposal Letter

Section III: Specifications

Section IV: Pricing Schedule or Bill of Quantities

Section V: Specifications Compliance Sheet (If Applicable)

Section VI: General Conditions of Contract (GCC)

Section VII: Special Conditions of Contract (SCC)

Section VIII: Proposal Checklist

Section IX: Contract Forms (template)

A compulsory site meeting will be held on **06 May 2026 at 10h00** at the CENORED Outjo Office, **Erf 143, Otaviweg, Outjo (Kunene Region) Namibia.**

All prospective bidders are required to attend. Important project information will be shared, and an official attendance register will be circulated for signature.

Failure to attend the compulsory site meeting will result in disqualification from the bidding process. No excuses or exceptions will be entertained.

For any queries/clarifications please do not hesitate to contact The Senior Procurement Officer; **Mr. Vilho Shikongo** / **Mr. Brian Masiye** on this emails: VShikongo@Cenored.com.na / BMasiye@cenored.com.na

Yours faithfully,

Vilho Shikongo

SENIOR PROCUREMENT OFFICER

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of CENORED

CENORED reserves the right to accept or reject any proposal or to cancel the proposal process and reject all proposals at any time prior to contract award.

2. Preparation of Proposals

You are requested to provide a proposal for the services mentioned in Section III, by completing, signing (including initials on each page) and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Proposal document, before preparing your Proposal. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. Failure to initial each page of this document leads to disqualification.

3. Validity of Quotations

The quotation validity period shall be *180 days* from the date of bid submission deadline.

4. Eligibility Criteria (bid submission checklist - Mandatory)

To be eligible to participate in this Proposal exercise, you should submit the following documents. Failure to submit any mandatory document may result in disqualification:

A. Administrative & Legal Compliance

- Signed Bid Form / Cover Letter
- Proof of Registration with NCAQS (or relevant professional body)
- Valid NamRA Tax Clearance Certificate
- Proof of Social Security Commission (SSC) registration
- Business Registration Certificate
- Proof of Good Standing (if applicable)

B. Technical Proposal

- Company Profile
- Description of Understanding of the Project
- Proposed Methodology and Approach
- Work Plan and Time Schedule
- Portfolio of Similar Projects (minimum three)
- Signed CVs of Key Personnel
- Professional Registrations and Proof of Professional Indemnity Insurance
- At least Three (3) Traceable References

C. Financial Proposal

- Signed Financial Proposal
- Fee Structure and Breakdown per Project Phase
- VAT Indicated Separately (if applicable)
- Disbursements and Reimbursable Expenses

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

6. Sealing and Marking of Proposals

Proposals with values above N\$ 50 000 should be submitted in a single sealed envelope, clearly marked with the Procurement Reference Number, addressed to CENORED with the Bidder's name at the back of the envelope.

7. Submission of Proposals

Closing date for submitting proposal is **Tuesday, 19 May 2026 at 10:00 a.m.** (Namibian time).

Late Proposals will be rejected.

Electronic submissions will not be accepted.

Placing of proposal:

The Bid Box at the reception
CENORED Head Office
30 Frans Indongo
Otjiwarongo

8. Opening of the Bid

Proposals will be opened internally by CENORED immediately after the closing time referred to in section 7 above. A record of the opening results stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be kept by the Procurement Office.

9. Evaluation of Bid

CENORED shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on adherence to specifications, evaluated cost, price validity, delivery period and subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Functional Compliance

The functional Compliance details the minimum specifications of the goods, services or services to be carried out. The specifications must be met, but no credit will be given for exceeding the specifications.

11. Prices and Currency of Payment

All prices for the execution of the Services shall be quoted and fixed in Namibian Dollars (N\$).

The Proposal shall be deemed to include all costs necessary for the proper performance of the Services, including but not limited to labour, materials, equipment, supervision, overheads, profit, transportation, insurance, and all associated operational expenses, as well as any applicable duties and taxes.

The total Contract Price shall be inclusive of all direct and indirect costs required to complete the Services in accordance with the Scope of Work. Any incidental or ancillary costs not specifically itemised shall be deemed to be included in the rates and prices quoted, and no additional payment shall be made in respect thereof.

12. 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.

13. Notification of Award

CENORED shall after award of contract promptly inform the successful bidder of the award.

SECTION II: PROPOSAL LETTER

*[Complete this form with all the requested details and submit it the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the ONB prevail over any attachments]. **If your proposal is not authorised, it will be rejected***

Proposal addressed to:	Procurement Office, CENORED Head Office, no. 30 Frans Indongo Street, Otjiwarongo
Procurement Reference Number:	CS/RFP/CENO-38/2025-2026/HCCS/ADMIN
Subject matter of Procurement:	Request for Proposals (RFP) for the appointment of an Architect, Engineers and Quantity Surveyor for the CENORED Outjo (Kunene Region) Office Project

We offer to execute the Services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Proposal referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to forfeiture of the security amount / disqualification on the grounds mentioned in the Bidding Data Sheet where applicable.

The validity period of our Proposal is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 quotation validity.

Services will commence *immediately* after date of issue of Purchase Order/ Letter of Acceptance.

Proposal Authorised by:

Name of Bidder		Company's Address and stamp	
Contact Person			
Name of Person Authorising the Proposal:		Position:	Signature:
Date		Phone No.:	

Appendix to Proposal Letter

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

Date:

Procurement Ref No.:

To:

I/We* understand that in terms of section 45 of the Act a CENORED 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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of.....

Dated on _____ day of _____

Corporate Stamp:

[**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

**Witten 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:

.....

Email Address:

.....

Postal Address:

.....

Full name of Owner/Accounting Officer:

.....

Email Address:

.....

2. PROCUREMENT DETAILS

Procurement Reference No:

.....

Procurement Description:

.....

.....
.....

3. UNDERTAKING

I,

owner/representative of

.....
.....

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:

Corporate Stamp:

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*

SECTION III: SERVICES SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. BACKGROUND

CENORED, duly established and operating in accordance with the laws of the Republic of Namibia, hereby invites sealed bids from registered and suitably qualified architectural consultants to provide professional architectural services for the project described in this document.

This tender is issued in compliance with applicable Namibian procurement legislation and professional regulations.

2. SCOPE OF WORK

2.1 Location:

The new Outjo Office building shall be designed and constructed on Erf 143, Otaviweg, Outjo, Kunene Region, Republic of Namibia.

2.2 Type of work:

The scope of works to be provided by the Architect in terms of the Architects' and Quantity Surveyors' Act 13 of 1979 shall include:

- Stage 1 Appraisal and definition of the project
- Stage 2 Design Concept of the project
- Stage 3 Design Development of the project
- Stage 4 Approvals and Technical Documentation
- Stage 5 Contract Administration and Inspection

The scope of works to be provided by the Civil Engineer, Structural Engineer, Electrical Engineer, and Mechanical Engineer in terms of the Engineering Profession Act 18 of 1986 shall include:

- Report stage
- Preliminary design stage
- Design and tender stage
- Construction stage

The scope of works to be provided by the Quantity Surveyor in terms of the Architects' and Quantity Surveyors' Act 13 of 1979 shall include:

- Stage A: Estimating and cost advice
- Stage B: Documentation and Tendering
- Stage C: Contract Administration
- Stage D: Final Account

These services will cover the full lifecycle of the project, from initiation, planning, execution, commissioning, monitoring and final handover, ensuring compliance with all statutory requirements, quality standards, and project objectives.

2.3 Surfaces:

The existing building on the site will be demolished and cleared prior to construction. The resulting surface consists of gravel, which will be properly prepared and levelled to serve as the foundation for the new building works.

2.4 Project Specifics:

The appointed consultant shall provide professional services in accordance with standard architectural, engineering and quantity surveying practice in Namibia, including but not limited to:

- Inception and Concept Design
- Client brief development
- Conceptual and schematic designs
- Preliminary cost guidance
- Design Development and Documentation
- Detailed architectural drawings
- Specifications and schedules
- Coordination with other consultants
- Submission and liaison with Local Authorities and statutory bodies
- Tender and Procurement Support
- Preparation of tender documentation (if required)
- Assistance with contractor selection and evaluation
- Construction Phase Services
- Periodic site inspections
- Contract administration

- Certification of payments
- Practical completion and handover

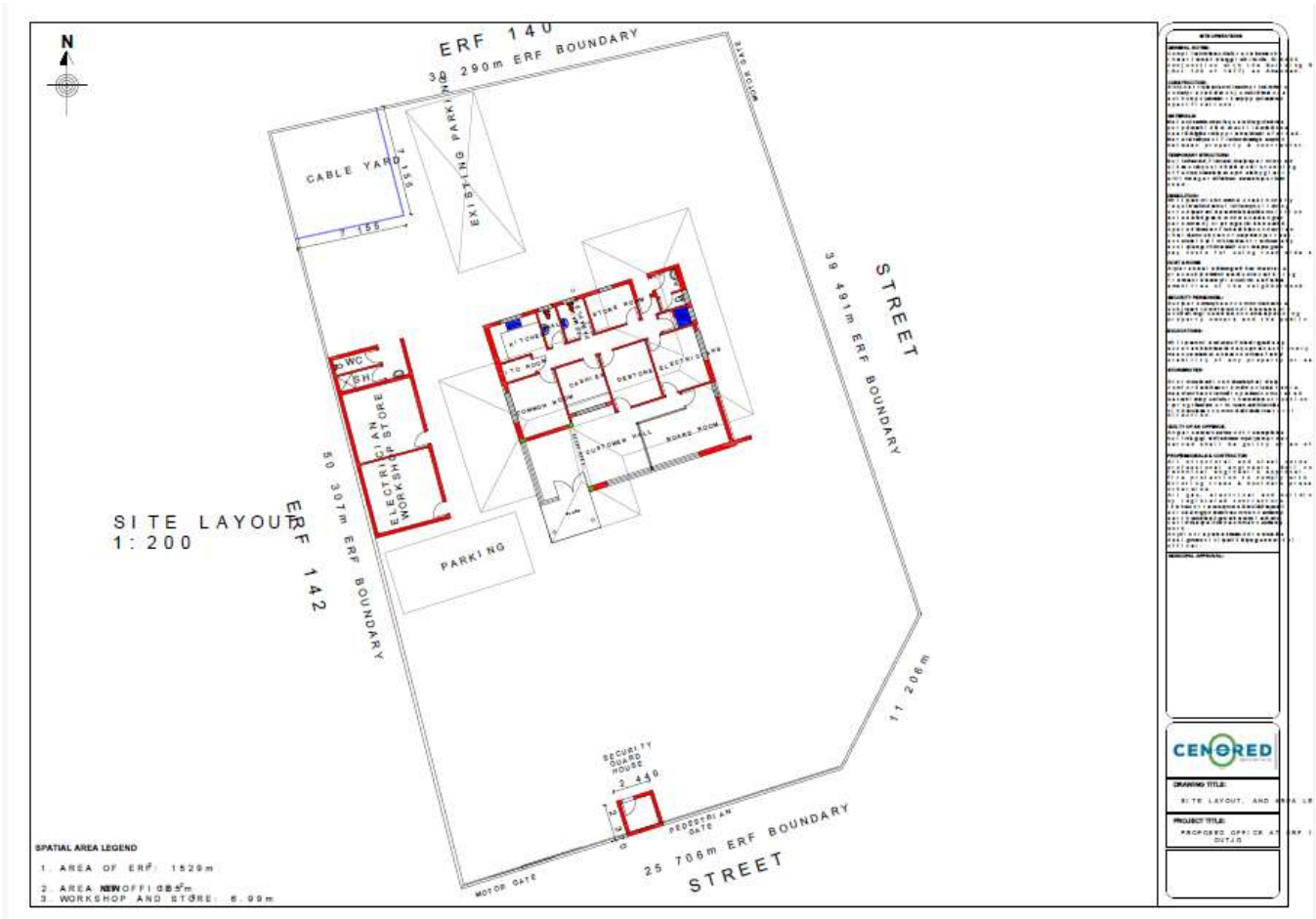
2.5 Other Work:

This will be as per the instruction of the project manager.

3. Drawings



Erf 143_Proposed
Ujto CENORED Off



4. Technical Proposal Requirements

The technical proposal shall include:

- Understanding of the project 20%
- Proposed methodology and approach 20%
- Work plan and time schedule 10%
- Experience in similar projects (minimum three) 15%
- Key personnel and CVs 15%
- References with contact details 20%

The supplier **MUST** provide at least three (3) references indicating that they have successfully completed services of a similar nature. These details can be filled in the below table;

Client	Description	Value of Services in N\$	Date
1.			
2.			
3.			
4.			

Please Note: A submission not accompanied by proof of relevant experience in the form of a *completion certificate or service confirmation letter* will not be considered for award.

NOTE: Only bidders who achieve a minimum score of 70% in the technical evaluation will proceed to the financial evaluation stage.

SECTION IV: PRICING SCHEDULE / BILL OF QUANTITIES

5. Financial Proposal

Bidders shall submit a separate financial proposal clearly indicating:

- Professional fees (percentage or lump sum)
- Breakdown per project phase
- Disbursements and reimbursable expenses
- VAT (if applicable)

SECTION V: SPECIFICATIONS COMPLIANCE SHEET (IF APPLICABLE)

item No.	Specification Requirement	Bidder's Response	Compliant (Yes/No)	Remarks / Deviations
1	Site Preparation and Earthworks	Site will be cleared, demolished, graded, and compacted to required levels	Yes	N/A
2	Project Inception & Feasibility	Site assessment, feasibility study, and project brief prepared	Yes	N/A
3	Concept & Schematic Design	Conceptual layouts, space planning, and initial drawings completed	Yes	N/A
4	Detailed Design & Documentation	Full architectural drawings, specifications, and tender documents prepared	Yes	N/A
5	Statutory Approvals	Submission to Local Authority and building permit applications included	Yes	N/A
6	Procurement Support	Assistance with contractor tendering, evaluation, and clarifications included	Yes	N/A
7	Construction Phase Services	Site supervision, contract administration, quality control, and progress certification	Yes	N/A
8	Project Close-Out	Snag list management, as-built drawings, final certification, and handover documentation	Yes	N/A
9	Materials and Finishes as per Technical Specifications	All materials, finishes, and paints comply with specified standards	Yes	N/A
10	Compliance with Health, Safety & Environmental Standards	All works will comply with OSHA and local environmental regulations	Yes	N/A

item No.	Specification Requirement	Bidder's Response	Compliant (Yes/No)	Remarks / Deviations
11	Other Specific Requirements	Temporary site facilities, fencing, and drainage measures included	Yes	N/A

Notes:

- Bidders must complete a similar sheet for their submission, clearly indicating **compliance** or **deviations**.
- Any deviations must be fully explained in the “Remarks / Deviations” column and supported with alternative solutions if applicable.

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 Services (Ref.....)

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC 1.1(h)	The Purchaser is: CENORED
GCC 1.1 (m)	CENORED Head Office

GCC 4.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties hereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: The latest Incoterms.
GCC 4.2 (b)	The edition of Incoterms shall be the latest version as published.
GCC 8.1	<p>For notices, CENORED address shall be:</p> <p>Attention: Mr. V. Shikongo: Senior Procurement Officer,30 Frans Indongo Street, Otjiwarongo</p> <p>For the supplier:</p> <hr/>
GCC 10.2	<p>The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:</p> <p>In the case of a dispute between CENORED and a Supplier who is a national of Namibia, the dispute shall be referred to the President of the Law Society of Namibia for the appointment of an arbitrator. The rules of the adjudication or arbitration shall be in accordance with the laws of Namibia.</p> <p><u>The seat of arbitration shall be in Windhoek, Namibia.</u></p> <p>The decision of the arbitrator shall be final and binding upon the Parties and, to the extent permitted by law, shall not be subject to appeal to any court or tribunal of any kind, provided however, that any Party may take any action in any court of competent jurisdiction to enforce the arbitrator’s decision, including its award in respect of the costs of arbitration.</p>

	<p>Each Party shall bear its own costs and the costs of the arbitration shall be borne equally by the Parties, unless the arbitrator decides otherwise.</p>
<p>GCC 13.1</p>	<p>Details of Shipping and other Documents to be furnished by Suppliers are:</p> <p><i>(a) For imported Goods supplied on the basis of delivery to warehouse-Delivery Duty Paid (DDP):</i></p> <p>Upon or before delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver the following documents to the Purchaser:</p> <ul style="list-style-type: none"> (i) Two copies of the packing list identifying contents of each package; (ii) One original of the manufacturer’s or Supplier’s Warranty certificate covering all items supplied (if applicable) (iii) One original of the Supplier’s Certificate of Origin covering all items supplied; (iv) The procurement-specific documents required for delivery/payment purposes. <p><i>(b) For goods from local manufacturers:</i></p> <ul style="list-style-type: none"> (i) One original and two copies of the Supplier’s invoice, showing Purchaser, the Procurement Reference number, Goods’ description, quantity, unit price, and total amount. Invoices must be signed in original and stamped with the company stamp; (ii) Two copies of the packing list identifying contents of each package;

	(iii) Other procurement-specific documents required for delivery/payment purposes.
GCC 15.1	The prices charged for the Goods supplied and the related Services performed shall not be adjustable.
GCC 16.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: (i) On Acceptance: The Contract Price of Services rendered shall be paid within thirty (30) days of receipt of the Goods/Services upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
GCC 16.4 (b)	Local Suppliers shall be paid in Namibian dollars only. The prices shall not be adjustable to fluctuation in the rate of exchange.
GCC 16.5	Not applicable (NA)
GCC 18.1	A Performance Security shall Not be required
GCC 18.3	Performance Security shall be denominated Namibian Dollars (N/A)
GCC 18.4	Discharge of the Performance Security shall take place: As indicated in sub clause GCC 18.4
GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not applicable (NA).
GCC 24.1	The insurance coverage shall be as specified in the Incoterms. <i>(DDP)</i>

GCC 25.1	Responsibility for transportation of the Goods shall be as specified in the Incoterms <i>delivery</i> duty paid.
GCC 26.1	The inspections and tests shall be: In accordance with section 3 of the technical specifications
GCC 26.2	The Inspections and tests shall be conducted at: As per the list of services requested
GCC 27.1	The liquidated damages shall be: N/A
GCC 27.1	The maximum amount of liquidated damages shall be-Not applicable.
GCC 28.3	The period of validity of the Warranty shall be: As per the manufacturer's warranty standards For purposes of the Warranty, the place(s) of final destination(s) shall be: As stated above

SECTION VIII: QUOTATION CHECKLIST SCHEDULE

The following shall be used by the bidder and checked to confirm submission of the requested documents. Please also refer to the disclaimer below.

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Professional team Composition and qualifications sheet		
Bid Securing Declaration		
Mandatory Eligibility Documents: (If JV, for both) must be attached		
(a) a valid certified company Registration Certificate;		
(b) Proof of Registration with NCAQS (or relevant professional body)		
(c) a valid certified/original good Standing Tax Certificate;		
(d) a valid certified/original good Standing Social Security Certificate;		
(e) a valid certified copy of Affirmative Action Compliance Certificate or proof from Employment Equity Commissioner stating otherwise.		
(f)The supplier MUST provide at least three (3) reference indicating that they have successfully completed services of a similar nature accompanied by proof of relevant experience in the form of a completion certificate or service confirmation letter		

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 quotation 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. Failure to submit mandatory documents shall lead to disqualification.*

SECTION IX. CONTRACT FORMS

1. Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made

the *[insert:]* day of *[insert:]*, *[insert:]*.

BETWEEN

(1) CENORED Pty Ltd , having its principal place of business at *30 Frans Indongo Street, Otjiwarongo* (hereinafter called “the Purchaser”),

and

(2) *[insert name of Supplier]*, a company incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for services, viz., *Occupational Medical Surveillance* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of N\$..... (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications as specified in the BoQ)
 - (e) The Supplier’s completed Bid document and Price Schedules

- (f) Drawings or data sheets (where applicable)
- (g) The Purchaser's Notification of Award/Purchase Order

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: _____

in the capacity of

in the presence of

For and on behalf of the Supplier

Signed: _____

in the capacity of

in the presence of
