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Pre-Qualification of Multidisciplinary Consultants for the Design of the Walvis Bay NaTIS Centre on  
Remainder Erf 5166 and Erven 6420 to 6428, Walvis Bay

**Procurement Reference No: SC/EOI/RFA – 01/2026**

**Notice to Bidders No. 1**

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This Notice to Bidders No. 1 forms an integral part of the bid **SC/EOI/RFA – 01/2026** documents and takes precedence.

Bidders are required to acknowledge receipt of this Notice to Bidders No. 1 in writing on the attached Acknowledgement of Receipt form via sending an email to [procurement@rfanam.com.na](mailto:procurement@rfanam.com.na).

**NOTE:**

- a. This notice serves as questions and answers raised as received by email from the potential bidders.

**NB: A signed copy of this notice must be attached to the Expression of Interest which you submit on the closing day of this bid.**

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**QUESTIONS**

**Question 1**

On behalf of the team that we will be submitting with, we would please like to enquire into the scale of the project, in order to assist us to submit relevant experience that is comparable to that of the project.

**Question 2**

Is there perhaps a preliminary accommodation schedule available or a value scale that one could use as a measure of comparability – in order to submit comparable project types for evaluation by the Road Fund Administration.

## **RFA Response to Question 1 and 2**

The proposed Walvis Bay NaTIS One-Stop Centre is envisaged as a fully-fledged, integrated NaTIS facility of regional significance, intended to consolidate the currently fragmented vehicle and driver licensing and testing operations within Walvis Bay.

The new development is intended to consolidate these functions into a single, purpose-built facility incorporating, amongst others:

- Administrative offices and customer service areas;
- Driver and learner licensing facilities;
- Intelligent and smart driver testing facilities;
- Vehicle roadworthiness testing facilities for both light and heavy vehicles;
- Dedicated testing areas for heavy and light vehicles;
- Internal roads, parking areas, and circulation infrastructure;
- Supporting municipal services and ancillary facilities.

For purposes of appreciating the scale of the assignment, prospective consultants are advised that:

1. The project site comprises Remainder Erf 5166 and Erven 6420 to 6428, Walvis Bay, with a combined area of approximately 43,944 m<sup>2</sup> (4.3 hectares).
2. The site area is generally comparable to that of the existing Windhoek NaTIS Centre situated in the Northern Industrial Area, and one may reasonably anticipate a development of similar functional complexity and operational requirements, albeit adapted to the specific needs and circumstances of Walvis Bay.
3. In terms of operational demand, the Walvis Bay NaTIS Centre currently ranks:
  - Fourth nationally in terms of driver population per authority; and
  - Third nationally in terms of vehicle population per authority.
4. The project is expected to comprise a multidisciplinary institutional infrastructure development requiring expertise in architecture, engineering, surveying, environmental management, quantity surveying, and town planning disciplines. The multidisciplinary nature and complexity of the assignment are reflected in the minimum key personnel requirements stipulated below:

i. Architect/Principal Agent

The Principal Agent must hold a Bachelor's degree in architecture or a related field, be registered with the Namibia Council for Architects and Quantity Surveyors, and have a minimum of 15 years of experience.

ii. Project Engineer

The project Engineer must hold a bachelor's degree in civil engineering or other relevant engineering field, must be registered with the Engineering Council of Namibia, with a minimum of 12 years of experience. The candidate must demonstrate experience in multi-disciplinary projects of similar nature and magnitude.

iii. Civil Design Engineer

The Civil Design Engineer must hold a bachelor's degree in civil engineering or other relevant engineering field and must be registered with the Engineering Council of Namibia, with a minimum experience of 10 years. The candidate must

demonstrate experience in multi-disciplinary projects of similar nature and magnitude with a special focus on the design and construction of civil works.

iv. Road/Pavement Engineer

The Road/Pavement Engineer must, as a minimum, hold a bachelor's degree in civil engineering or other relevant engineering field, and must be registered with the Engineering Council of Namibia, with a minimum of 10 years of experience. The candidate must demonstrate experience in multi-disciplinary projects of similar nature and magnitude with a special focus on the design and construction of road works.

v. Structural/Drainage Design Engineer

The Structural & Drainage Engineer must, as a minimum, hold a bachelor's degree in civil engineering, and must be registered with the Engineering Council of Namibia, with a minimum of 10 years of experience. The candidate must demonstrate experience in multi-disciplinary projects of similar nature and magnitude with a special focus on the design and construction of structures and drainage works.

vi. Chief Materials Technician

The Chief Materials Technician must, as a minimum, hold a National Diploma in Civil Engineering, be registered or eligible to register with the Engineering Council of Namibia, and have a minimum of 10 years in building and road construction material technology.

vii. Electrical & Mechanical Engineer

The Electrical & Mechanical Engineer must, as a minimum, hold a bachelor's degree in Electrical or Mechanical engineering, and must be registered with the Engineering Council of Namibia, with a minimum of 10 years of experience. The candidate must demonstrate experience in multi-disciplinary projects of similar nature and magnitude with a special focus on the design and construction of electrical and mechanical works.

viii. Land Surveyor

The Surveyor must, as a minimum, be registered or eligible to register with the Namibian Council of Professional Land Surveyors, Technical Surveyors, and Survey Technicians and must at least have a Bachelor's degree in surveying or a related major, with a minimum of 5 years in land surveying in Namibia.

ix. Environmental Practitioner

The Environmental Practitioner must, at a minimum, have a National Diploma in Environmental Sciences or equivalent, with a minimum of 10 years of multi-disciplinary infrastructure construction experience. The candidate must have completed at least one project of the same nature and magnitude.

- x. Quantity Surveyor  
The Quantity Surveyor must, at a minimum, hold a Bachelor's degree in quantity, be registered with the Namibia Council for Architects and Quantity Surveyors, and have a minimum of 10 years of experience.
  - xi. Town Planner  
The Town Planner must, as a minimum, be a holder of a Bachelor's degree in Town Planning, Regional Planning & Urban Planning, registered as a Professional Town Planner with the Namibia Council for Town and Regional Planners, with a minimum of 3 years of post-registration experience.
5. Accordingly, consultants are encouraged to submit examples of completed projects demonstrating experience in projects of comparable complexity and magnitude. For planning purposes only, interested consultants may assume a preliminary order-of-magnitude construction value of approximately **N\$60-80 million**, which has been adopted by the RFA solely as an indicative basis for project planning and the future determination of professional fees. The final project scope and cost will be established during the appraisal and concept design stages.
6. At this stage, no definitive accommodation schedule, floor areas, or final development footprint has been prescribed. The determination of the accommodation requirements, facility sizing, functional layouts, and space allocations forms part of the appraisal, feasibility and concept development services to be undertaken by the successful consultant.

The information provided above is intended solely to guide consultants in identifying and presenting relevant experience and should not be construed as prescribing the final design solution, floor areas, or definitive project scope, which will ultimately be determined through the appraisal, feasibility and concept development stages of the assignment.

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### **Question 3**

We kindly request clarification regarding Clause 8.2(f)(i), which requires the submission of a "valid certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia."

Could you please confirm whether a Founding Statement (for a Close Corporation) and/or a Company Registration Certificate issued by BIPA will be deemed acceptable for compliance with this requirement? Alternatively, kindly advise if any additional documentation is required.

### **RFA Response to Question 3**

Yes, the Founding Statements or Company Registration Certificate issued by BIPA is acceptable for the purpose of Clause 8.2(f)(i). The required statutory compliance documents are those listed under Clause 8.2, "Statutory Compliance Documentation."

#### **Question 4**

We kindly request clarification on whether the Architect / Lead Consultant may submit more than one proposal, provided that each proposal is submitted with a different consortium team composition.

Alternatively, kindly confirm whether consortium sub-consultants may participate in more than one submission, where the Lead Consultant differs between submissions.

#### **RFA Response to Question 4**

All Submissions must be submitted through the Architect as the Lead Consultant who will be responsible for overseeing the rest of the project team as sub-consultants. The Architect/Lead Consultant may therefore only participate in the submission of one proposal. However, the sub-consultants may participate in more than one bid with different Lead Consultants.

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#### **Question 5**

Kindly confirm whether specialist consultants forming part of a consortium are required to submit full statutory compliance documentation at the EOI stage, or whether such documentation is only required from the lead consultant?

Please also confirm whether letters of intent or commitment from specialist consultants will be acceptable for this pre-qualification stage?

In addition, we respectfully request consideration for an extension of the submission deadline, as additional time is required to properly coordinate the multidisciplinary team and supporting documentation.

#### **RFA Response to Question 5**

All consultants participating in the Expression of Interest must submit full statutory compliance documents. Letters of intent will be acceptable only as confirmation of acceptance to participate as part of the team of consultants.

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#### **Question 6**

Kindly provide clarity on the following:

- Is there a specific format of CV's you need (TECH 6 or FORM F-2)
- Is there a specific format for the list of projects?
- Are you looking for a singular organogram for the team or do you want an organogram from each consultant?

## **RFA Response to Question 6**

### (a) Format of Curriculum Vitae (CVs)

At this stage, the format of the CV is not specified. The consultants are however required to provide sufficient information to facilitate evaluation. As a minimum, the CVs should include:

- Full name and proposed position;
- Nationality;
- Academic and professional qualifications;
- Professional registration details and registration numbers;
- Years of post-qualification experience;
- Relevant experience on projects of similar nature and magnitude;
- Description of roles and responsibilities undertaken on such projects;
- Dates and durations of assignments; and
- Current employment status and affiliation with the submitting firm or Joint Venture.

### (b) Format for Similar Projects Undertaken

No prescribed format is required for the submission of similar projects.

However, consultants are encouraged to present project experience in a tabular format containing, as a minimum, the following information:

- Project name;
- Client;
- Location;
- Nature and description of the project;
- Scope of services provided by the consultant;
- Construction value or order-of-magnitude project value;
- Duration of the assignment;
- Completion status;
- Consultant's role; and
- Relevance of the project to the proposed Walvis Bay NaTIS One-Stop Centre assignment.

Consultants are further encouraged to clearly distinguish between:

- Firm Experience: Projects undertaken by the submitting firm, Joint Venture, or association; and
- Personnel Experience: Projects undertaken by individual key personnel.

The Evaluation Committee will place emphasis on both the demonstrated corporate experience of the participating firms and the experience of the proposed key personnel on projects of similar nature and complexity.

(c) (c) Organogram Requirements

The RFA requires a single integrated project organogram illustrating the proposed project team for the assignment. The organogram should clearly indicate:

- The proposed Project Team Leader/Principal Agent;
- Reporting lines and communication arrangements;
- The allocation of key personnel corresponding to the disciplines specified in the EOI, namely:
  1. Architect/Principal Agent;
  2. Project Engineer;
  3. Civil Design Engineer;
  4. Road/Pavement Engineer;
  5. Structural/Drainage Design Engineer;
  6. Chief Materials Technician;
  7. Electrical & Mechanical Engineer;
  8. Land Surveyor;
  9. Environmental Practitioner;
  10. Quantity Surveyor; and
  11. Town Planner.

Individual company organograms are not required. However, consultants may submit supplementary company information should they wish to demonstrate their organisational capability and experience in delivering similar multidisciplinary assignments. The purpose of the organogram is to demonstrate that the proposed team composition, reporting arrangements, and allocation of responsibilities are adequate to undertake a multidisciplinary project of the nature and complexity envisaged for the Walvis Bay NaTIS Centre.

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**Question 7**

Page 7 - **8.2 Statutory Compliance Documentation** – Please confirm whether certified copies are required for the documentation to be submitted as listed under the above.

**RFA Response to Question 7**

In Accordance with **8.2. Statutory Compliance Documentation**

***“Documents are accepted as follows:***

- (a) A valid original document;*
- (b) A valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) as amended; or*
- (c) A printout of a valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No. 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with the authentication or validation guidelines of the issuing authority.”*

### **Question 8**

Kindly confirm the required number of hard copies to be submitted, and whether an electronic copy on USB is required in addition to the sealed envelope submission.

### **RFA Response to Question 8**

Bidders are required to submit **One Original** and an electronic copy on USB.

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### **Question 9**

Kindly clarify whether individual firms are eligible to submit a proposal exclusively for the Engineering component based on their specific expertise, or if this EoI is strictly restricted to consortiums comprising different firms?

### **RFA Response to Question 9**

All Submissions must be submitted through the Architect as the Lead Consultant who will be responsible for overseeing the rest of the project team as sub-consultants. The Architect/Lead Consultant may therefore only participate in the submission of one proposal. However, the sub-consultants may participate in more than one bid with different Architects/Lead Consultants.

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### **Question 10**

on page 6 at the Professional Disciplines are we allowed to choose only the teams we specialize in, or should the proposal be for all professionals?

### **RFA Response to Question 10**

All Submissions must be submitted through the Architect as the Lead Consultant who will be responsible for overseeing the rest of the project team as sub-consultants. Different expertise may be from different firms. What is important is that the team assembled should be complete, covering all required professionals as requested.

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### **Question 11**

The EOI permits joint ventures and associations between consulting firms. Kindly confirm whether a lead consultant may submit the EOI as the principal submitting firm, supported by a consortium / association of specialist consultants, without forming a formal Joint Venture.

### **RFA Response to Question 11**

All Submissions must be submitted through the Architect as the Lead and Principal Consultant who will be responsible for overseeing the rest of the project team as sub-consultants. Different expertise may be from different firms. What is important is that the team assembled should be complete, covering all required professionals as requested.

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### **Question 12**

The EOI lists several professional disciplines, including architecture, civil, structural, road/pavement, electrical, mechanical, quantity surveying, environmental management, land surveying, town planning and materials technology. Kindly confirm whether all these disciplines must be included with named key personnel and CVs at EOI stage, or whether certain specialist disciplines may be confirmed at the later RFP stage.

### **RFA Response to Question 12**

All the disciplines must be included in the EOI with key personnel and their CVs.

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### **Question 13: Extension of deadline for submission**

1. Could the closing date be extended by one week, please?
2. We respectfully request that the RFA considers granting Extension of Time of the Closure Date. The time allowed to compile proper submissions with such a diversified Professional Team unfortunately is very limited.
3. In addition to the above, we kindly request that consideration be given to extending the EOI submission deadline. Due to the multidisciplinary nature of the required team and the need to properly coordinate confirmations and supporting documentation from the various specialist consultants, an extension would assist in ensuring a comprehensive and properly compiled submission.

### **RFA Response to Question 13**

Note that we have received several requests for extension, we have duly considered it. However, due to the urgent nature of the project, the RFA is unable to grant an extension to the EOI submission deadline. **Accordingly, the closing date remains Thursday, 02 July 2026, at 11:00.**

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**ACKNOWLEDGEMENT OF RECEIPT FORM  
OF  
NOTICE TO BIDDERS NO. 1**

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I herewith acknowledge receipt of this **Notice to Bidders No. 1** for the above-mentioned bid/tender.

Received via:

Facsimile

E-mail

Other  \_\_\_\_\_

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Name of Authorized Bidder's Representative

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Signature of Authorized Bidder's Representative

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Name of Company/Bidder

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Date