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PROCUREMENT OF: "CONSTRUCTION OF ELECTRICAL SERVICES INFRASTRUCTURE FOR OSHAKATI NORTH EXTENSION 12."

**PROCUREMENT REFERENCE NO:
W/ONB/OSHTC-01/2025/2026**

**MINUTES FOR PRE-BID MEETING AND SITE
MEETING
TUESDAY, 03 JUNE 2025, 11:00,
(NON-COMPULSORY)**

1. INTRODUCTION AND WELCOMING

- 1.1. The Project Manager, Mr. Frans Nakale welcomed all present to the meeting to taking all present though the agenda.
- 1.2. An attendance register was circulated and signed by all present.
- 1.3. It was clarified that this is a non-compulsory pre-bid meeting and the minutes, as well as other clarifications, will be shared with all bidders who purchased the bidding document

2. PROJECT DESCRIPTION

- 2.1. Contractor to establish site camp and clear site.
- 2.2. Conduct topographical survey, identify erf pegs, existing services, and structures.
- 2.3. Set out works and perform necessary excavations for kiosks, Miniature Substations, poles and cables.
- 2.4. Supply, deliver, and install streetlights, underground cables, and road crossing sleeves.
- 2.5. Coordinate with OPE for connections, disconnections, and inspections.
- 2.6. Connect new streetlighting infrastructure to existing systems.
- 2.7. Accommodate and manage traffic during construction.
- 2.8. Conduct testing, commissioning, and final inspections.
- 2.9. Submit as-built documentation to project manager and OPE.
- 2.10. Clean site and remove all plant and equipment post-completion.

3. BID DOCUMENT

Important sections in the bid document were highlighted as follows:

- 3.1. Bidders were advised to thoroughly review and understand the Bid Eligibility Criteria, as well as its Technical and Financial Evaluation requirements.
- 3.2. Due date of submission: 03 July 2025
- 3.3. Deadline for Clarification: 12 June 2025
- 3.4. **Compulsory Documents** – Pg. 52- Bidders were reminded that any copies of documents must be certified correctly, and bidders must ensure that the certificates submitted are still valid at the time of submission.

3.5. **Bidding Data Sheet** – Pg. 20 – **To note:**

- 3.5.1. Intended Completion Period – **8 calendar months**, bidder to familiarize themselves with the site conditions to avoid inconvenience and unnecessary extension of time claims and unjustified delays due to the nature of the site. Bidder were informed the construction will be during the rainy season therefore it's advised to plan properly to accommodate rainfall impacts on the project progress.
- 3.5.2. Minimum essential plant and equipment is listed. Bidders to submit proof of ownership or proof of arrangement to obtain the minimum required equipment in the event of a successful bid. Bidders should submit a self-declaration of ownership of the equipment and machinery
- 3.5.3. Minimum qualifications/experience is listed and bidders to ensure the key staff they propose in their bid complies with the requirements. It was stressed that the CVs submitted with the bid **MUST** correlate with the key staff proposed for the different positions. Failure to submit the correct CVs may result in disqualification. It was further noted that whichever key staff is proposed in the bid shall be the key staff actually executing the work in the event of successful bid.
- 3.5.4. Minimum annual turnover of last Three (3) years must be N\$ 2 500 000.00;
- 3.5.5. Minimum 3 similar works completed in last 5 years;
- 3.5.6. Bid validity is 180 calendar days;
- 3.5.7. Deadline for Submission of Bids – Tuesday, 03rd June 2025 at 11:00 at Bid Box, Oshakati Town Council (Civic Building), 906 Sam Nuyoma Drive, Oshakati, Namibia. Bidders were informed it is compulsory to sign the register when submitting bids.
- 3.5.8. It was noted that a Performance Guarantee of 10% of the contract price will be required from successful bidder after award.
- 3.6. **Bidding Forms** must ALL be completed fully. They are on pgs. 26 - 42. Bidders must ensure they stamp their company seal where it is requested on the form. In the absence of a company stamp, bidders shall sign in full.
- 3.7. Bidders' attention drawn to the **Qualification Information** requirements on pg. 40. Financial statements audited for the last 3 years must be submitted. Evidence of access to financial resources.

- 3.8. The **Bill of Quantities** are given on pages, pg. 43 - 60. Soft Copy of BoQ available for distribution, however only BoQ filled with black pen will be accepted in the Bid evaluation.
- 3.9. **Evaluation Criteria** on pgs. 50 - 56.
- 3.10. **Employer's Requirements** on pgs. 57 - 87. Standard specifications noted, which also stipulates all quality assurance tests required. Bidders to allow for this testing in their rates.
- 3.11. **Tender Drawings** listed on pg. 88, attached at back of bid document.
- 3.12. **General Conditions of Contract & Special Conditions** of Contract on pgs.90 - 132.
- 3.13. It was noted in case of a Joint Venture, ALL compulsory documents and additional information as per points above must be submitted for each party to the JV. A Joint Venture undertaking should be included in the bid document.
- 3.14. Bidders should complete the document fully in black ink and initial all pages. No correction fluid is allowed.
- 3.15. Bidders to take detailed inspections of all the works required before submission of bids.
- 3.16. There will be no escalation or CPA applicable to this contract.
- 3.17. Notice to Bidders to be attached to document when submitting bids. **(If any)**

4. SITE INSPECTION

- 4.1. The bidders were shown the site and the following points were discussed:
 - 4.1.1. All MV connecting points where the MV networks will tie in was pointed out and also the locality of the site. It was noted that existing services and road crossings exists i

5. BIDDER QUESTIONS

Q1: The bid document requires an OPE registration up to 11kV and it does not exist what should the bidder submit then?

A1: *A valid OPE registration will be sufficient for evaluation and this contract.*

Q2: In a JV submission, should all JV parties provide the mandatory documents?

A2: *All JV parties should submit all bid required documents for this bid.*

6. CLOSURE

- 6.1. Meeting was adjourned and bidders wished well with their submissions.