



Oshakati Town Council

Procurement Reference No: W/ONB/OSHTC-02/2025/2026

PRE-BID BRIEFING MEETING MINUTES

Project: CONSTRUCTION OF GRAVEL ROAD & BULK
EARTHWORKS FOR THE PROPOSED SEWAGE TREATMENT
PLANT FOR OSHAKATI

PRE-BID BRIEFING MEETING

Date: Tuesday, 01st July 2025

Time: 11H00

Venue: Oshakati Town Council, Infrastructure and Technical Building

1. **GENERAL & ATTENDANCE**

Mr. Negongo from Oshakati Town Council welcomed everyone present and introduced the concerned works and the project managers for the works. The project will entail the construction of a new platform (Bulk Earthworks & Layer works) and a new access gravel road leading to the new proposed site for the sewerage treatment plant.

As per guidelines of the procurement act and subsequent instruction to bidder, under sub-clause ITB 9.2, site briefing meetings are non-compulsory, thus one can not be disqualified for not attending this meeting. However, it is worth mentioning that this meeting does carry scoring weight as per the evaluation criteria. Attendance register will be shared and only those bidders appearing on the list will be allocated, the 5 points allocation as per evaluation criteria.

It is also advisable to attend these briefings, as bidders get a more comprehensive idea of the works required and how to price accordingly.

1.1 **THE CLIENT / EMPLOYER**

The Client for this project is **Oshakati Town Council**

1.2 **THE ENGINEER/ PROJECT MANAGER**

The Engineer or the Project Manager on this project is **Wana Engineering Consulting** represented by Mr. Rudhi Wanamene.

2. **DESCRIPTION OF THE SITE**

2.1 **LOCATION OF THE SITE**

The site location is just behind the oxidation ponds, located on the western side of Oshakati, refer to drawing **OSH/OSH/008-GEN-001** on tender drawings.

2.2 **BOUNDARIES OF THE SITE**

The site of the works consists of all the separate areas associated with the work to be constructed under this contract, including the entire road reserve, road junctions and intersections, construction camps, any storage and work areas on sites which the Contractor may require and which are approved by the Engineer.

2.3 **OCCUPATION OF THE SITE**

The site of the Contract will be handed over to the successful bidder by the Employer at the commencement of the Contract within 7 days upon receiving a letter of acceptance from the successful bidder.

2.4 **CAMP SITE**

The successful bidder shall establish his camp at a site provided by him and approved by the Engineer and the client. The erection of the Contractor's main camp, temporary offices, staff accommodation, or any other type of building **within** the road reserve or within 300m from the oxidation ponds will not be permitted.

2.5 **SITE SERVICES**

The Contractor shall make all his own arrangements concerning the supply of electrical power, water and all other services. **No direct payment** will be made for the provision of

electrical and other services. The cost thereof shall be deemed to **be included in the rates** and amounts tendered for the various items of work for which these services are required.

There are existing services & infrastructure across the project area, therefore care must be taken not to damage these services.

3. **DETAILED DESCRIPTION OF THE PROJECT**

3.1 **GENERAL**

The general items of work to be executed under this contract include the following:

- Establishment on site of the Contractor's construction camp and the moving of plant, materials and personnel to the site, and removal of all these items on completion of the contract;
- Survey and setting out of the works; *(No separate payment for this item)*
- Accommodation of traffic
- Construction of bulk earthworks (Platform / layer works) for treatment plant
- Construction for gravel Roads
- Testing of materials and workmanship, *(No separate payment for this item)*
- Maintenance of the works during and after construction.

4. **AVAILABILITY OF MATERIALS**

4.1 **GRAVEL MATERIAL**

It is with mentioning that normal fill materials (G7/8) can be obtained from the Namwater site where they are hauling materials away to cater to new developments. Contractors will be responsible for loading and hauling materials to their proposed site. This will mean shorter distances and no royalties fees etc. as the material will be for free.

Attention is drawn to the access gravel road and capping of the platform which needs G5/G6 materials. There is only a limited quantity of borrow pits with tested gravel materials around the vicinity of the Oshakati / Oshana Region. Please take note that the client does not own any gravel borrow pit, therefore it is the contractor responsibility to *obtain material, which complies with the relevant specifications. NB Loyalty fees may be applicable at some borrow pits.*

4.2 **WATER FOR CONSTRUCTION PURPOSES**

The successful bidder is solely responsible for the provision of construction water and will not be able to claim for any delays or costs incurred during the provision of construction water. Consultations can be made with the relevant authority for temporary water connections for final layer works. Natural earth dams can also be utilised for fill layer works.

5. **PROPOSED CONSTRUCTION PROGRAMME**

The time for completion of the whole works in terms of ITB Clause 1.2 of the Bidding Data Sheets (BDS), shall be **6 months**. A preliminary construction program for the works is to be submitted, reflecting the proposed sequence and tempo of execution of the various activities comprising the work for this Contract.

6 SCHEDULE OF QUANTITIES

- Approximate quantities of each type of work to be carried out in accordance with the contract documents are listed in the Schedule of Quantities.
- The bidder must fill in all rates for each of the items as listed in the schedule of quantities even if the quantity is zero. Your bid will be deemed incomplete if you fail to fill in all rates.

7 INSTRUCTIONS TO BIDDER, BIDDING DATA SHEET

The bidder must pay special attention to instruction to bidder and as well as bidding data sheet of the Bidding document and make sure that he or she fill in all the required information.

ADDITIONAL DOCUMENTS TO BE ATTACHED, BUT NOT LIMITED:

- Original Certificate of Good Standing with the Social Security Commission and Inland Revenue.
- Copy of registration certificate/trade licence
- Copy of a detailed curriculum vitae, qualifications & experience of key personnel.
- Proof of ownership that plants/equipment listed are owned by the tenderer (roadworthy certificates for trucks since they will be operating within town)
- Certificate of completion / reference letters from previous employers for works of similar nature.

NB: Practical Completion and/or Final Completion Certificates issued by Main Contractor(s) without an accompanying approval letter by a relevant Project Consultant/Principal Agent/Project Employer/Client stating that subcontracting was approved on a specific project will not be considered.

NB: All copies of documents requested above must be certified.

8 ENQUIRIES

All queries concerning this bid must be forwarded to:

Administration:

Mrs. Anna-Liisa Korea
Tel: +264 65 229 500
Fax: +264 65 220 435
E: AKorea@oshtc.na

Technical :

Mr. Rudhi Wanamene
Tel: +264 081 124 6730
Fax: +264 088 621 064
E: wanaengineering@iway.na

9 QUESTIONS

9.1 Some of the documents shows two evaluation scoring table on page 28 & page 29? This was an over sight, the table on page 28 is incorrect & should be ignored, only the table on page 29 will be considered (notice to be written out)

9.2 Are bidders allowed to do Joint Venture? Yes, as long as all requirement for the JV are met (All mandatory documents of both JV partner, letter of intent or JV agreement and authority of signatory etc.)

9.3 In the evaluation criteria it reads, a bidder for 2 reference letters for similar work satisfactorily executed by bidder will be allocated 20 points, what about if they only provide one? That will mean that this bidder only scores 10 points. For ease of evaluation, this will be amended and split between the two components, with each carrying a weight of 10 points.

9.4 What if the gravel from Namwater is not matching the required strength for the layer works.? The gravel material from Namwater Site will only be used for normal filling compacted to 93% MOD ASHTO. Gravel Materials for the road and the top capping of the platform must be obtained from a borrow pit with the required specifications.

9.4 When is the last date that bidders can acquire the bidding document? At least 7 days before the intended closure date of the bid (21 July 2025)

Further discussions:

- Oshakati Town Council shall select bid for award to the lowest evaluated substantially responsive bidder within a ten percent (10%) bracket of the average arithmetically corrected bid prices of the evaluated substantially responsive bids.

If none of the arithmetically corrected bid prices falls within the 10% bracket, at the client digression, the lowest bidder will be selected, only if they fall within the client's available budget.

- Bidders are urged not to put unrealistic high or low amounts at rate only items, as this might be determined as being non-responsive price wise.
- In terms of good standing certificates, bidder can submit either originals or certified copies, provided that the good standing has a valid date.
- Bidders are advised not to submit amended scanned documents as these will not be accepted as an original document. Copies of scanned documents are allowed, provided that they are certified by a commissioner under oath / police.
- Bidders were also reminded that the last day for clarifications on the bidding document will be the 7th July 2025. All clarifications must be submitted via email in writing, and only email clarifications will be attended to.
- The schedule of quantities is available in excel format, and can be requested via email from procurement.
- Lastly, any mis-representation, falsifying or dis-honest content of any bidder's submissions will cause for automatic disqualification. Reference checks will be done on all responsive bidders prior to the notice of award.

10 VISIT TO SITE

Engineer guided the site visit, pointed out location of proposed platform and access gravel road. Bidders were also pointed shown where the Namwater site is located, where the filling gravel may be obtained.

All bidders were again reminded to make sure that they have indeed signed the attendance register, before the register was closed off by the engineer. (register is attached to this minutes).