

MINISTRY OF MINES AND ENERGY

R e q u e s t f o r P r o p o s a l

Issued on: 12 July 2021

for

Selection of Consultant

**CONDUCTING REGIONAL INTERGRATED INTERPRETATION AND
GROUND GRAVITY GEOPHYSICAL SURVEYS IN THE //KARAS
REGION**

Procurement Reference No: SC/RP/15-01/2021

Project: CONSULTING SERVICES

Client: Ministry of Mines and Energy



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Section 1: Letter of Invitation

Procurement Reference No: SC/RP/15-01/2021

Date: 12 July 2021


Name and Address of Consultant:

Dear Sir/Madam

The Ministry of Mines and Energy invites proposals to provide the following consulting services: **CONDUCTING REGIONAL INTERGRATED INTERPRETATION AND GROUND GRAVITY GEOPHYSICAL SURVEYS IN THE //KARAS REGION**

1. More details on the services are provided in the Terms of Reference.
2. A firm will be selected under The Request for Proposal Method and procedures described in this RFP, in accordance with the policies and procedures for public procurement in the Republic of Namibia.
3. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Form of Contract
4. Please inform us in writing at the following address **Ministry of Mines and Energy**
Private Bag 13297
Windhoek
6 Aviation Road
Eros Airport Road, upon receipt:
 - (a) that you received the Letter of Invitation; and
 - (b) Whether you will submit a proposal alone or in association.

Yours sincerely,


Nathanael Musenge

Procurement Head and Secretary to the Procurement Committee



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Section 2 - Instructions to Consultants

Definitions

- (a) “Client” means the Public Entity with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “**Data Sheet**” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the government of the Republic of Namibia.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Republic of Namibia; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile in the Republic of Namibia.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “Public Entity” has the same meaning as defined in the definition of Public Entity in the Public Procurement Act, 2015.
- (l) “RFP” means the Request For Proposal to be prepared by the Client for the selection of Consultants.
- (m) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (n) “Sub-Consultant” means any person or entity with whom the

Consultant subcontracts any part of the Services.

- (o) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the **Bidding Data Sheet** will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Bidding Data Sheet**.
- 1.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Bidding Data Sheet**, for consulting services required for the assignment named in the **Bidding Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the **Bidding Data Sheet**. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the **Bidding Data Sheet** to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the **Bidding Data Sheet**, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

Conflict of Interest

1.6 The Government of the Republic of Namibia requires that Consultants provide professional, objective, and impartial advice and at all times hold the client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

(i) A firm that has been engaged by the client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets.

Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

**Conflicting
relationships**

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, shall not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own Public Entity(s). Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

**Unfair
Advantage**

1.6.4 If a shortlisted Consultant could derive a competitive advantage for having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together

with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

Fraud and Corruption

1.7 It is the policy of the Government of Namibia to require Public Entities, as well as consultants and their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers observe the highest standard of ethics during the selection and execution of contracts.¹ In pursuance of this policy, the Client:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation³;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁴;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁵;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or

¹ In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

² “Another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes Public Entity staff and employees of other organizations taking or reviewing selection decisions.

³ A “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁴ “Parties” refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

⁵ “Party” refers to a participant in the selection process or contract execution.

concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Client's investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Client's inspection and audit rights provided for under paragraph 1.7.1 below.

- (b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing procedures, including by publicly declaring such firm or individual ineligible for a stated period of time: (i) to be awarded a public contract, and (ii) to be a nominated sub-consultant, sub-contractor, supplier, or service provider of an otherwise eligible firm being awarded a public contract.

1.7.1. In further pursuance of this policy, Consultants shall permit the Client to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and to have them audited by auditors appointed by the Client.

1.7.2 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).

Eligibility

1.8 (a) A firm or individual that has been sanctioned by the Government of the Republic of Namibia in accordance with the above clause 1.7 shall be ineligible to be awarded a public

contract, or benefit from a public contract during such period of time as determined by the Review Panel.

(b) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.

(c) Proposal from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available on the Procurement Policy Unit's website:
www.mof.gov.na/procurement-policy-unit

(d) Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.

**Eligibility of
Sub-Consultants**

1.9 In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility policy of the Client.

**Origin of Goods
and Consulting
Services**

1.10 Goods supplied and Consulting Services provided under the Contract may originate from any country except if:

- (i) as a matter of law or official regulation, the Republic of Namibia prohibits commercial relations with that country; or
- (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Republic of Namibia prohibits any imports of goods from that country or any payments to persons or entities in that country.

**Only one
Proposal**

1.11 Shortlisted Consultants shall submit only one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to only one proposal.

Proposal

1.12 The **Bidding Data Sheet** indicates how long Consultants'

Validity

Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. However should the need arise; the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or, in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the **Bidding Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the **Bidding Data Sheet**. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the **Bidding Data Sheet**. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the **Bidding Data Sheet**, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the **Bidding Data Sheet**, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

(d) Documents to be issued by the Consultants as part of this assignment must be in English. It is desirable that the firm's Personnel have a working knowledge of English.

(e) Bid Securing Declaration

(i) The Bidder shall subscribe to a Bid Securing Declaration in the Bid Submission Form **as specified in the BDS**.

(ii) The Bid Securing Declaration shall be in the form of a signed subscription in the Bid Submission Form.

(iii) Any bid not containing a subscription to a Bid Securing Declaration in the Bid Submission Form, in accordance with ITB 3.4(h), shall be rejected by the Purchaser as nonresponsive.

(iv) The Bid Securing Declaration shall be executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Proposal Submission Form; or
 - (b) if a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or
 - (c) if the successful Bidder fails to: sign the Contract in accordance with ITB 6.5;
- (i) The Bid-Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the Technical Proposal Submission Form mentioned in Section 3 “Technical Proposal Standard Forms,” when submitting in association.
- (ii) If a bid securing declaration is **required in the BDS**, and
- (a) a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Proposal Submission Form, except as provided in ITB 20.2;
 - (b) a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or
 - (c) the successful Bidder fails to: sign the Contract in accordance with ITB 6.5;

the bidder may be disqualified by the Review Panel to be awarded a contract by any Public Entity for a period of time.

Technical Proposal Format and Content

3.4 Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The **Bidding Data Sheet** indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The following mandatory documentary evidence is required to accompany the

Technical Proposal;

- (i) have a valid company Registration Certificate;
- (ii) have an original valid good Standing Tax Certificate;
- (iii) have an original valid good Standing Social Security Certificate;
- (iv) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (v) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (vi) Points (i to v) above are not applicable to International company

The Technical Proposal shall further provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Client as a corporation or as one of the major firms within a joint venture. Assignments completed by

individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).
- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form

TECH-5 of Section 3).

- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the **Bidding Data Sheet** specifies training as a specific component of the assignment.
- (h) the Bid-Securing Declaration, in accordance with ITB Clause 3.3(e), as specified in the **Data Sheet**;

3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

Financial Proposals

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the **Bidding Data Sheet**. If appropriate, these costs should be broken down by activity and, if appropriate, into local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Taxes

3.7 The Consultant, other than Namibian nationals, may be subject to local taxes (such as: value added tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the **Bidding Data Sheet** if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included

in the Contract.

3.8 Consultants must only express the price of their services in Namibian Dollars only.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

**4. Submission,
Receipt, and
Opening of
Proposals**

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

4.2 An authorized representative of the Consultants, **as specified in the Bidding Data Sheet** shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the **Bidding Data Sheet**. All required copies of the Technical Proposal are to be made from the original. If there is any discrepancy between the original and the copies of the Technical Proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal (if required under the selection method indicated in the **Bidding Data Sheet**) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the Procurement reference number and the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and reference number, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [at the Ministry of Mines and Energy, Ground Floor, Block F1, Room F1 005, 10h00.**" The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This

circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

4.5 The Proposals must be sent to the address/addresses indicated in the **Bidding Data Sheet** and received by the Client no later than the time and the date indicated in the **Bidding Data Sheet**, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.

4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

5.2 The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the **Bidding Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the **Bidding Data Sheet**.

Financial Proposals for QBS

5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions.

Public Opening and Evaluation of Financial Proposals (only

5.4 After the technical evaluation is completed the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet

for QCBS, FBS,
and LCS)

the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

- 5.5 Financial Proposals shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the consultants and the technical scores of the consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants, upon request.
- 5.6 The Client will correct any computational error. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost. Prices shall be evaluated as quoted in Namibian Dollars.
- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Bidding Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the **Data Sheet**: $S = St \times T\% + Sf \times P\%$. The firm achieving the

highest combined technical and financial score will be invited for negotiations.

- 5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held on the date and at the address indicated in the **Bidding Data Sheet**. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

Technical negotiations

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

Financial negotiations

- 6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Republic of Namibia, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In case of Quality and Cost Based Selection, Fixed-Budget Selection, or the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For

other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

Availability of Professional staff/experts

- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and shall be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations

- 6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 The Consultant whose bid attains the highest score, in accordance with the criteria and selection method set forth in the request for proposals, or the one with the least cost in the case of the Least Cost method of selection, shall be selected for award, subject to satisfactory conclusion of negotiation.
- 7.2 For contract above the prescribed threshold outlined in Section 55(4) of the Public Procurement Act, 2015, the Client shall notify the selected Consultant of its intention to award the contract and shall simultaneously notify all other short listed consultants of its decision.
- 7.3 For contracts not exceeding the prescribed threshold outlined in Section 55(4) of the Public Procurement Act, 2015, the client shall issue the Letter of Award.
- 7.4 In the absence of an application for review by any other consultant within 7 days of the notice under section 7.2, the

contract shall be awarded to the selected Consultant.

- 7.5 Within seven days from the issue of Letter of Award, the Client shall publish on the Public Procurement Portal www.mof.gov.na/procurement-policy-unit and the Client's website, the results of the RFP process identifying the:

- (i) name of the successful Consultant, and the price it offered, as well as the duration and summary scope of the assignment; and
- (ii) an executive summary of the RFP Evaluation Report, for contracts above the prescribed threshold referred to in section 7.2.

- 7.6 After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.

- 7.7 The Consultant is expected to commence the assignment on the date and at the location specified in the **Bidding Data Sheet**.

8. Confidentiality

- 8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process until the publication of the award. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Government's antifraud and corruption policy.

9. Debriefing

- 9.1 The client shall promptly attend to all requests for debriefing for the contract made in writing within 30 days from award, and within 3 days from the date of receipt of request from the unsuccessful consultant.

Instructions to Consultants – Bidding Data Sheet

Paragraph Reference	
1.1	<p>Name of the Client: Ministry of Mines and Energy</p> <p>Method of selection: the technical quality of the proposal, the relevant experience of the contractor, the expertise of his/her key staff members, the proposed work methodology, as well as the price of the proposal</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: No</p> <p style="text-align: center;">Name of the assignment is: CONDUCTING REGIONAL INTERGRATED INTERPRETATION AND GROUND GRAVITY GEOPHYSICAL SURVEYS IN THE //KARAS REGION</p>
1.3	<p>A pre-proposal conference will be held via a virtual platform (Zoom or Microsoft team): No] _____</p> <p style="text-align: center;">N/A</p> <p>_____</p> <p>The Client's representative is: Ismael Zaaruka and JP Mubita _____</p> <p>Address: Ministry of Mines and Energy</p> <p>Telephone: +264 61 284 8143; +264 64 4105810 Facsimile: _____</p> <p>E-mail: ismaelzaaruka@mme.gov.na</p>
1.4	<p>The Client will provide the following inputs and facilities: All necessary information required by the consultant and offices for the consultant to work from will be availed to them, if required.</p>
1.5	<p>The Client envisages the need for continuity for downstream work: NO</p>
1.6	<p>Proposals must remain valid after the submission date, i.e. until: 11 August 2021</p>

2.1	<p>Clarifications may be requested not later than 14 days before the closing date._____</p> <p>The address for requesting clarifications is:</p> <p>Nathaniel Musenge Head of Procurement Management Unit & Secretary for PC Tel: +264 61 284 82358 Email: ProcurementManagement@mme.gov.na</p>
3.1 (a)	Shortlisted Consultants may associate with other shortlisted Consultants: No

3.2	<p>The format of the Technical Proposal to be submitted is: FTP _____ [<i>check the applicable format</i>]</p>
3.3 (g)	<p>Training is a specific component of this assignment: No [<i>If yes, provide appropriate information</i>]:</p>
3.4	<p>The following below will be borne by the consultant/Bidder</p> <ol style="list-style-type: none"> (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the Client's country for purposes of the Services; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, investigations and surveys; (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; (5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (6) cost of printing and dispatching of the reports to be produced for the Services; (7) other allowances where applicable and provisional or fixed sums (if any);

	<p>and</p> <p>(8) cost of such further items required for purposes of the Services not covered in the foregoing.</p>
3.5	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes</p> <p>If affirmative, the Client will:</p> <p>(a) reimburse the Consultant for any such direct taxes paid by the Consultant on its remunerations: [No];</p>
	<p>(b) pay such taxes on behalf of the Consultant: [No]</p> <p>(local Consultants will be subject to all taxes payable and should therefore submit their financial proposals inclusive of taxes.)</p>
4.1	<p><i>Since the consultancy contract is estimated for an amount above N\$ 500 000.00, The consultant is expected to provide authorization consisting of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney.</i></p> <p><i>The name and position held by each person signing the authorization must be typed or printed below the signature.</i></p> <p><i>Note: The power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose.</i></p>
4.2	<p>Consultant must submit the original and 2 copies of the Technical Proposal, and the original of the Financial Proposal.</p>
4.3 & 4.4	<p>The Proposal submission address is: Ministry of Mines and Energy, Ground Floor, Block F1, Room F1 005,</p> <p>Proposals must be submitted not later than the following date and time:</p>

5.1 (a)	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table border="0"> <thead> <tr> <th></th><th style="text-align: right;"><u>Points</u></th></tr> </thead> <tbody> <tr> <td>(a). Understanding of the Project and deliverables</td><td style="text-align: right;">[14]</td></tr> <tr> <td>(b). Survey equipments and Instrumentation</td><td></td></tr> <tr> <td> i. Gravity Meter (s) x 2</td><td style="text-align: right;">[4]</td></tr> <tr> <td> ii. Differential positioning system (s) x 2</td><td style="text-align: right;">[4]</td></tr> <tr> <td style="text-align: right;">Total points for criterion (b):</td><td style="text-align: right;">[8]</td></tr> <tr> <td>(c) Key professional staff qualifications and competence for the assignment:</td><td></td></tr> <tr> <td> i) Team Leader x1</td><td style="text-align: right;">[5]</td></tr> <tr> <td> ii) Technicians x 2</td><td style="text-align: right;">[6]</td></tr> <tr> <td> iii) Geophysicist x 2</td><td style="text-align: right;">[10]</td></tr> <tr> <td> iv) Geologist x 1</td><td style="text-align: right;">[5]</td></tr> <tr> <td> v) Driver x 2</td><td style="text-align: right;">[4]</td></tr> <tr> <td style="text-align: right;">Total points for criterion (c):</td><td style="text-align: right;">[30]</td></tr> <tr> <td>(d) Gravity Survey and deliverables plan</td><td></td></tr> <tr> <td> (i) Logistical plan (Pre-survey, Survey and Post- survey)</td><td style="text-align: right;">[18]</td></tr> <tr> <td style="text-align: right;">Total points for the four criteria:</td><td style="text-align: right;">[70]</td></tr> </tbody> </table> <p>The minimum technical score required to pass is: 45 Points</p>		<u>Points</u>	(a). Understanding of the Project and deliverables	[14]	(b). Survey equipments and Instrumentation		i. Gravity Meter (s) x 2	[4]	ii. Differential positioning system (s) x 2	[4]	Total points for criterion (b):	[8]	(c) Key professional staff qualifications and competence for the assignment:		i) Team Leader x1	[5]	ii) Technicians x 2	[6]	iii) Geophysicist x 2	[10]	iv) Geologist x 1	[5]	v) Driver x 2	[4]	Total points for criterion (c):	[30]	(d) Gravity Survey and deliverables plan		(i) Logistical plan (Pre-survey, Survey and Post- survey)	[18]	Total points for the four criteria:	[70]
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5.2	<p>The formula for determining the financial scores is the following: <i>[Insert either the following formula]</i> $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. <i>[or insert another inversely proportional formula acceptable to the Client]</i></p> <p>The weights given to the Technical and Financial Proposals are: $T = 0.7$ $P = 0.3$</p>																																
6.1	<p>Expected date and address for contract negotiations:</p> <hr/>																																
7.1	<p>Expected date for commencement of consulting services 01 October 2021, at: Ministry of Mines and Energy, Windhoek</p>																																

Section 3. Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Bidding Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1: Technical Proposal Submission Form.....	29
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Form TECH-7: Staffing Schedule	Error! Bookmark not defined.
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Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.5 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ [In case Paragraph Reference 1.2 of the Bidding Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

² [Delete in case no association is foreseen.]

Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (around two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Minimum three assignment.]

Assignment name:	Approx. value of the contract (in current N\$ equivalent):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current N\$ equivalent):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (about 50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form TECH-5: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* _____
2. **Name of Firm** *[Insert name of firm proposing the staff]:* _____

3. **Name of Staff** *[Insert full name]:* _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of attainment]:*

6. **Membership of Professional Associations:** _____

7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* _____

9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: ____ To [Year]: ____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment]</i>	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned <i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i> Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
---	---

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

Form TECH-7: Staffing Schedule¹

N°	Name of Staff	Staff input (in the form of a bar chart) ²												Total staff-month input				
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total	
Foreign																		
1	[Home] [Field]																	
2																		
3																		
n																		
															Subtotal			
Local																		
1	[Home] [Field]																	
2																		
n																		
															Subtotal			
															Total			

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

☐ Full time input
☐ Part time input

40

40

- 40

Appendix to Bid Submission Form

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To: The Executive Director
Ministry of Mines and Energy
Private Bag 13297
Windhoek, Namibia
6 Aviation Road

I/We* understand that in terms of section 45 of the Act a public entity 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:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[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

**Written 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.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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:

Seal:.....

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 4. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix "Financial Negotiations - Breakdown of Remuneration Rates" is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

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Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: *[Name and address of Client]* Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for **CONDUCTING REGIONAL INTERGRATED INTERPRETATION AND GROUND GRAVITY GEOPHYSICAL SURVEYS IN THE //KARAS REGION** in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures¹]*. This amount is exclusive of the local taxes (*applicable only to consultants other than Namibian nationals*), which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount in Namibian Dollars	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

² If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."

Form FIN-2: Summary of Costs

Item	Costs [In Namibian Dollars]
Total Costs of Financial Proposal ¹	

1 Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3: Breakdown of Costs by Activity¹

Group of Activities (Phase): ² Conducting Ground Gravity Geophysical Survey and processing in the //Karas region (Warmbad sheet).	Description: ³ 1. Collecting of Gravity and elevation data in the Warmbad sheet 2. Processing of Gravity data 3. Data integration (Gravity, airborne magnetic and radiometric, geology) and Interpretation
Cost component	Costs
Remuneration ⁵	In Namibian Dollars (N\$) ⁴
Reimbursable Expenses ⁵	
Subtotals	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Use the same columns and currency of Form FIN-2.
- 5 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

Form FIN-4: Breakdown of Remuneration¹ (Time-Based)

(This Form FIN-4 shall be used when the Time-Based Form of Contract has been included in the RFP)

Name ²	Position ³	Staff-month Rate ⁴	Input ⁵ (Staff-months)	[Namibian Dollars] ⁶
Foreign Staff				
		[Home]		
		[Field]		
Local Staff				
		[Home]		
		[Field]		
Total Costs				

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 Use the same columns and currency of Form FIN-2. For each staff indicate the remuneration in the column of the currency, separately for home and field work.
Remuneration = Staff-month Rate x Input.

Form FIN-5: Breakdown of Reimbursable Expenses¹ (Time-Based)

(This Form FIN-5 shall only be used when the Time-Based Form of Contract has been included in the RFP)

Nº	Description ²	Unit	Unit Cost ³	Quantity	[Namibian Dollars] ⁴
	Per diem allowances	Day			
	International flights ⁵	Trip			
	Miscellaneous travel expenses	Trip			
	Communication costs between [Insert place] and [Insert place]				
	Drafting, reproduction of reports				
	Equipment, instruments, materials, supplies, etc.				
	Shipment of personal effects	Trip			
	Use of computers, software				
	Laboratory tests.				
	Subcontracts				
	Local transportation costs				
	Office rent, clerical assistance				
	Training of the Client's personnel ⁶				
Total Costs					

1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.

2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

3 Indicate unit cost and currency.

4 Use the same columns and currency of Form FIN-2. Indicate the cost of each reimbursable item in the column of the currency. Cost = Unit Cost x Quantity.

5 Indicate route of each flight, and if the trip is one- or two-ways.

6 Only if the training is a major component of the assignment, defined as such in the TOR.

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- 1.2 The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds. The Client is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.
- (i) **Salary**
This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
 - (ii) **Bonus**
Bonuses are normally paid out of profits. Because the Client does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
 - (iii) **Social Costs**
Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is

the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

Or

$$\text{Leave Cost} = \frac{[(\text{salary} + \text{bonus} + \text{housing subsidy} + \text{transport})/260 \times \text{leave credit days}]}{}$$

It is important to note that leave can be considered a social cost only if the Client is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, no billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall

¹ Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.

note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

(vii) **Away from Headquarters Allowance or Premium**
Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.

(viii) **Subsistence Allowances**
Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents—the subsistence rate shall be the same for married and single team members.

Government DSA standard rates may be used as reference to determine subsistence allowances.

2. Reimbursable expenses

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. Bank Guarantee

3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local currency, as long as the services proceed as planned.

Sample Form

Consulting Firm:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant's Representations Regarding Costs and Charges
(Expressed in Namibian Dollars)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
	Home Office								
	Field								

1. Expressed as percentage of 1
2. Expressed as percentage of 4

Section 5. Terms of Reference

ANNEXURE 1

TERMS OF REFERENCE

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1. SCOPE OF WORK FOR PROSPECTIVE BIDDER

The ground gravity surveys requested in this bid forms part of the on-going regional integrated interpretation project to provide ground gravity data for the entire Warmbad sheet, which will subsequently be integrated with the airborne magnetic and radiometric data for qualitative interpretation. The survey areas are shown on the survey index map in Figure 1.

The ground gravity data acquisition and processing will be undertaken according to professionally accepted survey practices. The contractor must provide one qualified geophysicist (minimum Bachelor of Science honours in geophysics and a minimum of four years working experience) to work full time on the project.

In general the scope of work involves in collecting of gravity data (using a gravity meter) at every 1 kilometres intervals along roads (main roads, farm roads and district roads) and collecting of positions and heights data using a Differential Global Positioning System (DGPS)) at each station where gravity is collected. Processing of airborne magnetic and radiometric data over the Warmbad sheet. Interpretation of airborne magnetic and radiometric data over the Warmbad sheet. A preliminary interpretation of data integration (Collected ground gravity, airborne magnetic and radiometric, aster, hyperspectral and geological data) will be done by the bidder. The bidder will assist with marketing of the end product to prospective end-user clients (Investors, Government organisations and the public).

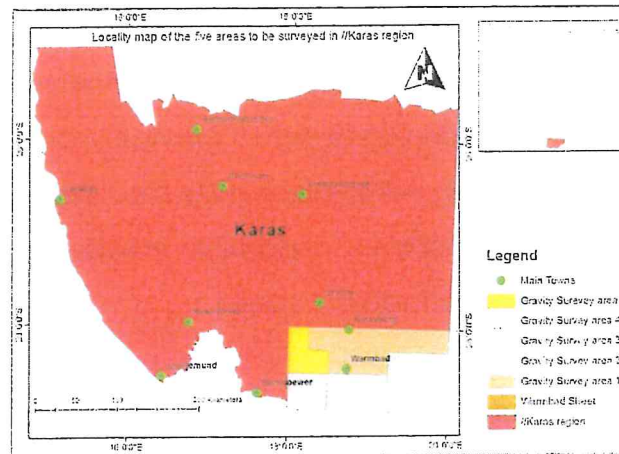


Figure 1: Combined geophysical area to be surveyed

2. Responsibilities

2.1 Introduction

The survey calls for the acquisition of approximately 4200 high precision gravity data points in the //Karas region ((Warmbad sheet) Fig: 1). The data will be gathered along public roads (Main roads, districts roads and farm roads) at 1kilometer interval. The amount of work may be increased or decreased according to budgetary considerations. The bidder is required to provide a minimum of two to three-person crew to carry out the work. Safety of the survey crew and protections on the public are paramount and is the responsibility of the bidder.

2.2 Technical Inspections

The work should be performed to the satisfaction and subject to the acceptance of the Technical Inspector who will be a MME staff member appointed by the Deputy Permanent Secretary of the department of Geological Survey, within Ministry of Mines and Energy. The Technical Inspector and/or authorised representative, will make periodic trips to the survey area to monitor field operations and to ensure that operations are being conducted in accordance with the survey specifications. All costs of the technical inspector will be borne by the bidder. It is anticipated that the technical inspector visits will be of about 7

days duration at intervals of 3 weeks (i.e. once a month) starting from the commencement of the survey, to the end of the survey.

The Technical Inspector and/or authorised representative will also visit the data processing centres to ensure that data processing conforms to the survey requirements. The timing and duration of such visits will be coordinated with the bidder and the costs of the technical inspector will be borne by the bidder. The Technical Inspector will endeavour to ensure that decisions affecting data acquisition and processing are made timeously, particularly those relating to acceptance of data or processing parameters.

All officials visiting to the survey sites and data processing centres will carry proof of authority and identification. Any amendments to survey parameters and specifications can only be authorized by the Technical Inspector/ QA/QC Geophysicist.

2.3 Responsibilities of the Ministry of Mines and Energy (MME) and department of Geological Survey (GSN)

- (a) The MME/GSN as the appointing authority will prepare a bid with terms of references for the bidder. The bid will contain the payment schedule.
- (b) The MME/GSN will provide appointment and support letters to enable the bidder to obtain visas, permits, licences and all other necessary documents.

2.4 Responsibilities of the bidder

2.4.1 General responsibilities

- (a) The bidder must conduct all survey operations in accordance with "Best Practice in Gravity Surveying" by Murray et al., (2001) or "A guide to high precision land gravimeter surveys" by Seigel, (1995).
- (b) The bidder must conduct all survey operations with due diligence to professional standards in accordance with the technical specifications;

- (c) The bidder must conduct all field operations to minimize the potential environmental impact;
- (d) The bidder must maintain the confidentiality of the ground gravity geophysical data and respect the copyright of the Government of Namibia;
- (e) The bidder must cooperate fully with the Technical Inspector and other authorized officers and to ensure that the data are available for inspection at all times.

2.4.2 Specific Responsibilities

The bidder must:

- (a) Supply, maintain and provide logistical support to the operations of a suitable gravity meter and the differential global position system (DGPS) instruments.
- (b) Obtain all necessary visas, permits, licenses, authorisations and other documents necessary to carry out the survey (with the assistance of MME/GSN see section).
- (c) Obtain, where necessary, suitable air photographs and topographic maps and to submit proposed survey plans and procedures for approval to the Technical Inspector prior to survey commencement.
- (d) Provide suitably qualified staff to conduct the survey and in particular to carry out the following functions:
 - (i) Project management
 - (ii) Operation and maintenance of geophysical instruments
 - (iii) Data compilation, quality control, processing, interpretation and merging the data to the Namibian gravity data base
- (e) Provide accommodation, meals, subsistence and incidental expenses incurred by company's personnel (temporal & permanent) attached to the project.
- (f) Provide accommodation, daily allowance and meals for the Technical Inspector and/or authorised representative during visits to the survey sites in Namibia.

- (g) Supply all equipment, instruments and spare parts necessary to carry out the survey effectively.
- (h) Establish base stations for the surveys, mobilize survey equipment and personnel to the survey area in Namibia prior to survey operations and demobilization from survey site, when the data acquisition has been completed to the satisfaction of the Technical Inspector.
- (j) Quality control at the field base, and recollecting those paths (roads) where the data is out of specification. The Contractor/bidder should ensure that base camps pose minimal environmental disturbances and restore the area to its original state when the survey is completed.
- (k) Acquire and install the relevant software for data processing on a designated workstation at the GSN offices in Windhoek or on site at field base camp. This should include training of GSN geophysicists on data processing and provide preliminary contour maps and/or images for quality control.
- (l) Assist with the promotion of the ground gravity and interpretation of the Warmbad sheet at two international conferences and expositions (Australian Exploration Geoscience Conference (AEGC 2019) and South Africa Geophysical Association (SAGA 2019)). This will include conference registration, daily allowance, and meals, printing of posters, airport transfers and air ticket to and from (RSA and Australia) attendance by two GSN geophysicists.
- (m) Submit all the equipment, data and products listed to the Department of Geological Survey (Geophysics division), Ministry of Mines and Energy on completion of the survey.

2.4 Specifications and parameters of the survey areas

The selected survey areas are shown in figure 1 and in detail, in the respective sections together with the boundary coordinates. Five areas have been identified for this survey and the actual coverage will depend

on bidder prices and availability of funds. It is therefore required that each survey area should be quoted on its own in a detailed quotation of the bidder. This will enable the GSN to prioritise the survey areas depending on the availability of funds.

Bidders are requested to provide a detailed bill of quantity based quotations for conducting the survey over each survey area. Bidders bidding for more than two areas will be expected to deploy more than one team as surveys will run parallel. Each team should comprise of:

- At least one qualified geophysicist with a minimum B.Sc. honours in geophysics with 4 years' experience on similar/geophysical projects.
- Two field technicians to assist in data collection and carrying of equipment and a driver(drivers can be the technicians)

2.4.1 Gravity Survey Area 1

The Gravity Survey Area 1 has an area of ~ 68119 km² and it includes Karasburg, Warmbad and Ariamsvlei gravity base stations. These base stations must be used for the survey and any new created base station must be documented and marked with a gold plate that will be provided by the geophysics division. Road bench marks can be used for the elevations. Road shape file can be collected at the geophysics division after purchasing of the bid document to help calculated costing. This area calls for the acquisition of approximately 2000 high precision gravity data points in the //Karas region (Warmbad sheet).

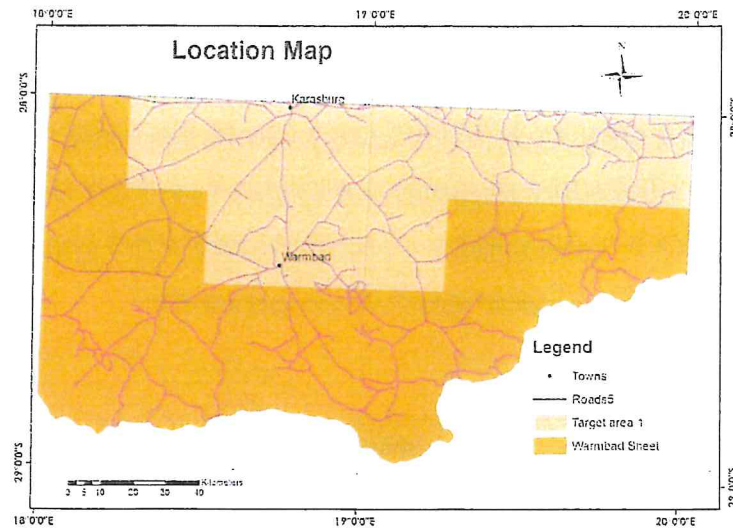


Figure 2: Geophysical survey area 1

2.4.2 Gravity Survey Area 2

Survey Area 2 is 2627 km² and is closer to the Warmbad, Velloordrift and Ariamsvlei gravity base stations hence base station to be used. New base station created must be documented and mark with a gold plate which will be provided by the geophysics division. This area calls for the acquisition of approximately 500 high precision gravity data points in the //Karas region (Warmbad sheet).

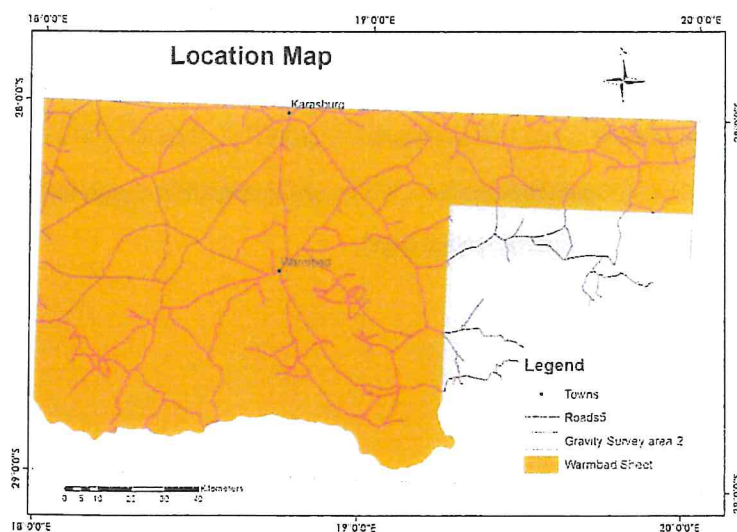


Figure 3: Geophysical survey area 2

2.4.3 Gravity Survey Area 3

The Area is 3152 km² and a minimum of three new gravity base stations must be created within the area tied to the existing Warmbad gravity base station. The same procedure will follow as in the top survey areas. This area calls for the acquisition of approximately 700 high precision gravity data points in the //Karas region (Warmbad sheet).

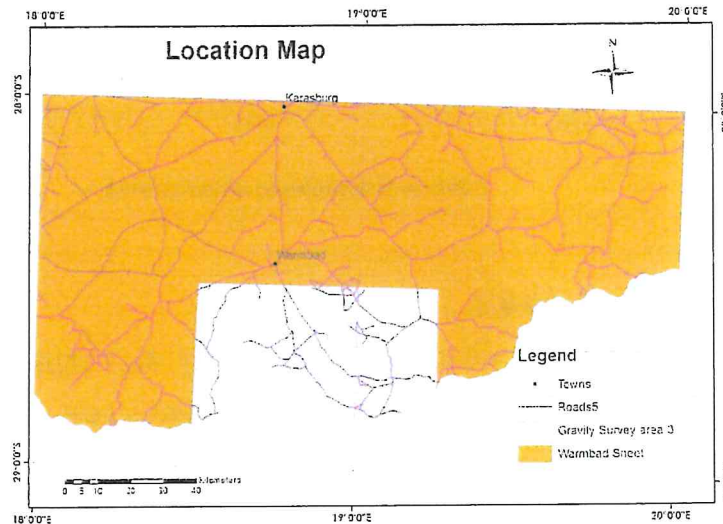


Figure 4: Gravity Survey Area 3

2.4.4 Gravity Survey Area 4

These areas is 2126 km² and has no known gravity base station within it, hence minimum of three permanent base stations should be created using the Noordoewer or Warmbad gravity base. This area calls for the acquisition of approximately 450 high precision gravity data points in the //Karas region (Warmbad sheet).

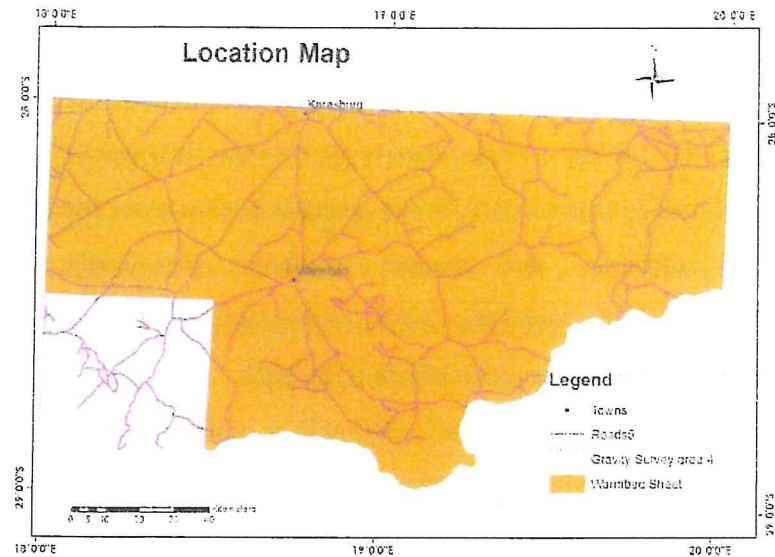


Figure 5: Gravity Survey Area 4

2.4.5 Gravity Survey Area 5

Area is about 2043 km² and no gravity base station hence a minimum of three permanent gravity base stations should be created using either the Warmbad or Noordoewer gravity base stations. This area calls for the acquisition of approximately 550 high precision gravity data points in the //Karas region (Warmbad sheet).

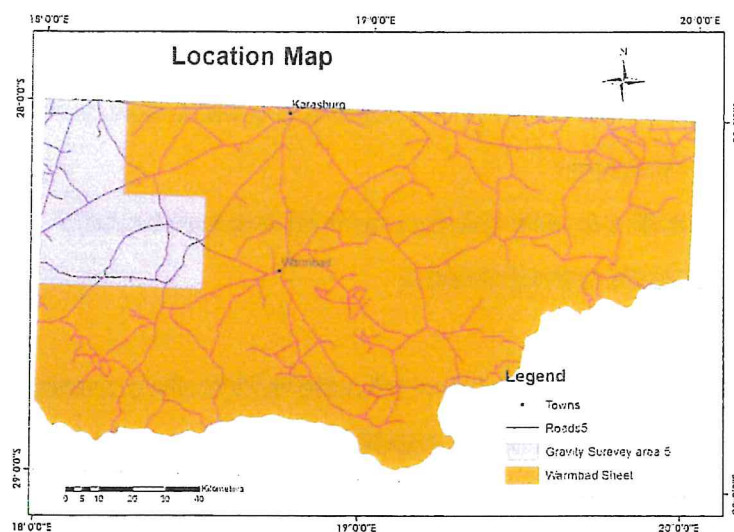


Figure 6: Gravity Survey Area 5

2.5 Requirements for execution of the gravity survey

2.5.1 Safety

The work is to be carried out in a safe and professional manner with utmost regard to public safety, crew safety and the environment. As the survey is to be conducted along public roads, the bidder is to ensure that:

- Its vehicles are clearly marked (magnetic reflective strips are suggested), vehicles use a roof-mounted 360° degree beacon and four-way flashers to warn other motorists,
- Crew members wear reflective safety vests and traffic cones are deployed when vehicles are stopped.
- Crew members are to work in pairs.
- Measurements should not be made on the road surface but on the shoulder or curb,
- Vehicles should be parked in such a way as to minimize disruption to traffic and should be pulled off the roadway wherever possible.

The bidder may also wish to consider scheduling work in more populous areas for times and days of the week when traffic could be expected to be lighter.

The bidders is to skip or relocate any stations that it is considers hazardous. If conditions require that segments of the roads be skipped, alternative stations may be substituted with the approval of the technical inspector from the Ministry.

The bidders are to include, in their report, a description of the following:

- (a) Safety procedures;
- (b) Issues that arose during the course of the survey; and
- (c) How the issues were resolved.

It is anticipated that field crew will come into daily contact with members of the public. It is expected that the bidder's crew members will respond to questions from the public courteously and in a forthright manner. Any concerns expressed by the public should be immediately reported to the technical inspector.

2.5.2 Equipment

(i) Gravimeters

It is preferred that digitally recording gravimeters be used on these surveys, however suitably precise analogue instruments will be acceptable. A minimum of two gravimeters (one for each crew) must be provided for this survey. The relative gravimeters required for this survey will have a minimum reading resolution of 0.01 mGal. Acceptable gravimeters for the survey are:

- Lacoste and Romberg model G meters
- Scintrex CG-3, CG-3+ or CG-5 meters
- ZLS Automated Burris meters

There will be weekly sensitivity checks for analogue gravity meters, if used, and verification of drift correction for automated meters, if used.

(ii) Geographic Positioning System (GPS)

In the interests of absolute accuracy only DGPS (Differential Global Positioning System) acquired positioning will be considered. The DGPS rover and base must be geodetic quality. The DGPS must be capable of providing GPS data to support high accuracy geodetic measurements in a variety of field survey operations. Known trig beacons and road bench marks will be used to erect the base station of DGPS. Real time kinematic (RTK) and post processing can be used as long as they are corrected and proof is shown how correction was done.

Positional Accuracy Requirements from GPS Survey

The required accuracy of the GPS positioning is: 0.003 m horizontal and 0.005 m vertical

(iii) Processing Equipment

The bidders is to be equipped with sufficient computer capacity and peripherals to process data in the field base of operations. Processing of the gravity data is to be performed using recognized gravity data reduction software. Bidders are required to provide sufficient details of the processing software to show that it is

capable of meeting the processing and deliverables requirements contained within this bid document.

(iv) Vehicles

The bidders are to supply suitable and sufficient vehicles to mobilize the crews to the Project area and maintain the efficient operation of the survey.

2.6 Survey procedure

2.6.1 Station Recording

The following data elements will be collected for each station reading:

- (a) Station number, date, time in UTC.
- (b) X,Y,Z, gravity reading, instrument base height above ground, GPS antenna height above the instrument base, Hammer inclinometer observations (Zones B and C; 2 metres and 50 metres), and comments.

Regardless of the type of gravity meter used, these data will be recorded in a field notebook.

2.6.2 Measurement Interval

The nominal station spacing is 1 km. It is recognized that, for a number of reasons (such as safety, poor GPS signal, unstable ground), stations may have to be shifted. A variance of up to ± 500 m is allowed for 1km stations. The station number is to be marked at every fifth station.

2.6.3 Gravity Base Stations

A Namibian Absolute Gravity Network (NAGN) gravity base station in the south is located in Keetmanshoop. Primary and secondary base stations were created from the absolute base in Keetmanshoop. The stations are at the following places: Grunau, Karasburg, Ariamsvlei, Warmbad and Velloordrift. The bidders may establish a tertiary base station near the bidder's accommodations or within the survey area. This will be achieved by tie-ins to the nearest existing primary or secondary base station, with a minimum of three good tie-ins with each gravimeter. Station descriptions and principal facts are available from the

Geological Survey of Namibia (Geophysics division). As a quality check on the instrument scale factor, at the beginning and end of the survey, readings will be taken at two of the identified primary or secondary base stations with all instruments to be used on the survey.

All new tertiary bases must be documented in the following manner:

- (a) Two photographs, (one close-up and one distant view) are required for the new control station using a high quality camera. All pictures should be taken with the camera held horizontally. Both photos should contain the gravimeter sitting on the tripod in the exact location of the control station measurement. The photos should be archived on DVD or CD-ROM.
- (b) A sketch of the station is to be drawn (in situ) and entered into the field book in the back pages. The sketch should specify horizontal distances from nearby permanent reference points such as the top of a foundation, steps, the corner of a building, etc. Metric units should be used for all measurements. The orientation of the sketch must be indicated with an arrow indicating the north direction.
- (c) A short written description of the control station location. It should describe the general locale of the site in sufficient detail to facilitate subsequent re-occupation. Specific information such as roads numbers, street names, building names or numbers, contact person for restricted sites, etc should be included. Vertical measurements to points of reference such as window frames, top of steps etc. should also be recorded here.

2.6.4 Closure Errors and Repeat Readings

Traverses will begin and end each day or within a day on a NAGN, primary, secondary or tertiary gravity base station (see 2.6.3 "Gravity Base Stations"). Traverses must be closed and open with three base reading on the day of the traverse or will be rejected and must be done again.

Traverse closure errors should be as small as possible. It is expected that the majority of traverse closures will be less than 0.100 mGal after correcting for Earth

tide. Traverses with a closure error in excess of 0.200 mGal after correcting for Earth tide must be re-observed in their entirety with greater care.

Gravity and DGPS repeat measurements are to comprise a minimum of 5 percent of the final number of stations for quality evaluation. Repeat readings should be taken at all stages of the survey, in nearly every traverse. Two of the stations from the previous day's traverses will be re-occupied during each traverse by each crew. Repeat stations are to be noted in the field book. The final report should discuss the results of the repeat measurements and comment on the overall accuracy of the survey.

If a gravimeter experiences a shock during a traverse, the previous station must be re-occupied to determine that a tare has not occurred. This should be noted in the field book.

Note that repeat readings are not considered billable. They must be performed at the tenderer's own expense.

2.6.5 Data Reduction

The gravity values must be referenced to the IGSN71 datum and theoretical gravity must be derived from GRS67, {International Gravity Standardization Net 1971 (IGSN71) and the Geodetic Reference System 1967 (GRS67); (see Woolard, G.P., 1979. The new gravity system - changes in international gravity base values and anomaly values: *Geophysics*, v.44p.1352-1366.)}, for inclusion in the Namibian Gravity Data Base. Gravity data reduction is to be done using a recognized software package (for example Geosoft's Xcelleration – Gravity Reduction and Terrain Correction package). Latitude and tidal corrections must be an integral part of the data reduction program. Tenderers are required to include a description of the data reduction program that it proposes to use for this project.

As almost all of the topographic relief in the area is contained within Namaqua Metamorphic rock, the Bouguer gravity is to be calculated using a density of 2.1 g/cm³.

The bidders are required to calculate a regional gradient for each profile and obtain the residual gravity by subtracting the regional from the Bouguer gravity. It is suggested that a profile-based upward continuation calculation be used to determine the regional gradient. The regional gradient calculation is to be made in consultation with the Ministry technical inspector (Geophysicist).

2.6.6 Equipment Log Book

The instrument operator must maintain and update an Equipment Log Book noting all equipment replacement and repairs throughout the survey and the results of calibration tests carried out on the equipment.

2.7 General notes

2.7.1 Halt of Operations

- Major earthquakes will halt survey
- Rain will halt operations until ground is deemed dry by the bidder and agreed to by the Technical Inspector.

2.7.2 Recollections

Tenderers must specify the quality control procedures they propose to adopt for the survey. Any data outside the given tolerances will be recollected at the bidder's expense.

3 QUALITY ASSURANCE (QA)/QUALITY CONTROL (QC)

CONSIDERATIONS TO BE ADDRESSED BY TENDERER

The bidder shall be solely responsible for the quality of the work and must ensure that adequate quality control procedures are in place and are being strictly followed, so as to ensure such quality of work. The quality of the gravity data and the digital and hardcopy products is essential. The QA/QC, Technical inspector or Geophysicist will be available for consultation on technical problems that may arise during the course of the field work and have the authority to approve, in writing, changes to the Technical Specifications that will not affect the general scope of the work to be performed.

The bidders are required to implement stringent QA/QC procedures including but not limited to the following:

3.1 Pre-survey

- ✓ The gravimeter has been heated and stable for more than 48 hours.
- ✓ All internal constants have been checked (digital meter).
- ✓ Reading line has been checked (analogue meter).
- ✓ X and Y tilt sensitivities have been checked and are within the gravimeter manufacturer tolerances.
- ✓ GPS accuracy is checked against benchmark heights.

3.2 Survey

- ✓ Daily instrument drift (after tidal correction) is monitored and charted for each gravimeter.
- ✓ Loop closures (after tidal correction) are verified to be within specification.
- ✓ Check to see that the gravimeter is correctly levelled before each reading and remains levelled until after the reading is completed.
- ✓ If gravimeter is jolted, repeat previous reading to determine if a tare has occurred.
- ✓ Ensure that internal gravimeter temperature remains stable.
- ✓ Reoccupy and repeat gravity measurements > 5% of stations.
- ✓ GPS staff height is recorded accurately and measured periodically.

- ✓ GPS location precision is to be checked at each station to ensure that it is within specification.
- ✓ Care should be taken to position stations away from steep slopes, if possible.

3.3 On-site processing

- ✓ Initial station location recovery and full inspection of all data will be done at the field office.
- ✓ Data acquired should be reduced on the same day.
- ✓ Repeated readings are to be compared and checked for consistency.
- ✓ Single point stations (spikes) are to be flagged and re-occupied and re-measured.
- ✓ Check that all specified roads have been surveyed in their entirety (except where safety or GPS signal is obscured).

3.4 Final processing

- ✓ Verify that on-site processing was completed correctly.
- ✓ Ensure that the digital archive is complete and formatted as specified.
- ✓ Check that the report includes all items specified in the Deliverables.
- ✓ Make sure that all other survey Deliverables are provided.

4 SCOPE OF DELIVERABLES

4.1 Outline

The final product will include all raw data (including gravity and DGPS location and elevation data), final data in the format of Geosoft data Gravity Database and a Project Report including maps as outlined below. Note that the final X, Y locations will be in Lat, Long, UTM ZONE 33S and datum WGS84 coordinates. The Report will include information such that it is understood how the survey was done and any of the problems encountered.

4.2 Weekly Progress Report

The bidder's Project Manager shall submit weekly reports each Monday morning describing the state of progress of the various aspects of the work as well as projections as to timelines for the completion of the work. These reports will be faxed or emailed to the Ministry technical inspector or QA/QC Geophysicist at locations or addresses to be designated.

Included in the reports will be:

- (a) Base of operations utilized;
- (b) Description of work
 - The number of stations, total to report date.
 - Field crew list and any changes in personnel.
- (c) A statement of weather; downtime due to unserviceability (instruments, equipment);
- (d) Visits by the Ministry technical inspector or QA/QC Geophysicist or other authorized persons;
- (e) A sketch map (letter size) showing the area of data acquisition data.

4.3 Final Products

The bidder is responsible to deliver to the Ministry within three months after completion of data acquisition, but no later than **March 1, 2022**

- 1) One master copy of each CD / DVD suitable for duplication and publication; for a period of 4 months, ending **February 30, 2022**, the bidder

Section 5. Terms of Reference

79 – 84	CAV	accuracy of the coordinates in metres (as code)
86	CSF	source code for coordinates (see Quality Values/Factors)
88 – 95	ELEV	elevation in metres above sea level
97 – 101	EAV	accuracy of the elevation in metres (as code)
103	ESF	source code for elevation (see Quality Values/ Factors)
115 – 119	DAV	accuracy of the depth or thickness in metres (as per form)
123 – 129	AJMT	adjustment to observed gravity in milligals (not used)
131 – 140	ADJG	adjusted gravity in milligals (referenced to IGSN71)
141 – 147	GAV	accuracy of adjusted gravity in milligals (as code)
149 – 154	TCOR	terrain correction in milligals (See formulae for Anomaly Computation)
156 – 160	TAV	accuracy of the terrain correction in milligals
162	TSF	source of terrain correction (as code)
164 – 172	EOTVOS	eotvos correction in milligals for dynamic gravity stations
174 – 183	BMID	bench mark identifier if applicable
185 – 191	FREEAIR	free air anomaly in milligals (See formulae for Anomaly Computation)
193 – 197	FAV	accuracy of the free air anomaly in milligals; computed using the accuracies of the values used in its computation
199 – 205	BOUGUER	Bouguer anomaly in milligals
207 – 211	BAV	accuracy of the Bouguer anomaly in milligals; computed using the accuracies of the values used in its computation
213	STATUS	status of the observation, as follows: A = Active D = Deleted
215 – 224	SPARE	spare field used for cross-reference numbering, etc
226 – 236	REVISED	date that record was processed or revised in the form DD-MON-CCYY
237 – 246	UTM 33S - X	WGS84, X location
247 – 256	UTM 33S - Y	WGS84, Y location

Notes:

- 1) Any position with no information is recorded as *. Terrain correction derived from Hammer B and C zone observations.
- 2) For all errors not directly measured, but estimated, the method of estimate will be included in the report notes.
- 3) Various items in the archive are identified as code. A form "Anomaly Database, Quality Control Values and Factors" originating with the Geological

Report	Logistics, processing and product documentation	WORD	WARMBAD.DOC
	Logistics, processing and product documentation	PDF	WARMBAD.PDF
1:50,000 Map	Residual Bouguer gravity field grid + contours + base	WGS84	
1:50,000 profiles	Profiles of elevation, bouguer gravity, regional gradient & residual bouguer gravity	WGS84	WBxxPROF.map ¹
1:50,000 profiles	Profiles of elevation, bouguer gravity, regional gradient & residual bouguer gravity	WGS84	WBxxPROF.PDF ¹

1. Where "xx" is an assigned road number

4.4 Point Data Archive

The raw and processed data are to be delivered as an ASCII text file in GEOSOF database format. The same data are to be delivered as a Geosoft® point database in GDB format. The WGS84 data format with UTM 33S addition is as follows:

TABLE 2: FORMAT OF THE DATABASE LOAD RECORD

COLUMNS	FIELD	MEANING
2 – 8	PROJ	project number in the form CCYYNNN where CCYY is the year of observation and NNN is a unique number
9	SECURITY	code (=3) to qualify data as secure or releasable
10 – 20	STN	numeric identifier in the form NNNNNNCCYY where NNNNNN is a unique 1 to 6-digit number and CCYY is the year
22 – 22	STN_TYPE	type of observation (not currently used)
26 – 30	INST	instrument identifier (e.g. G0932, W0431, X0054, etc)
32 – 42	DATE	date of observation in the form DD-MON-YYYY
44 – 47	TIME	time (GMT) of observation in the form HHMM
56 – 65	DECLAT	latitude in decimal degrees to (-ve south), WGS84 datum
67 – 77	DECLONG	longitude in decimal degrees to (+ve east), WGS84 datum

Table 1: Final Products for Publication

Point Data Archive	Gravity and Ancillary Data	ASCII	WBGRAV.XYZ
	Gravity and Ancillary Data	Montaj, binary	WBGRAV.GDB
Grid Files	DTM	ASCII, WGS84	WBDEM84.GXF
	DTM	Binary, WGS84	WBDEM84.GRD
	Free-air Gravity Field	ASCII, WGS84	WBFAGRAV84.GXF
	Free-air Gravity Field	Binary, WGS84	WBFAGRAV84.GRD
	Bouguer Gravity Field	ASCII, WGS84	WBBOGRAV84.GXF
	Bouguer Gravity Field	Binary, WGS84	WBBOGRAV84.GRD
	Residual Bouguer Gravity Field	ASCII, WGS84	WBRBGRAV84.GXF
	Residual Bouguer Gravity Field	Binary, WGS84	WBRBGRAV84.GRD
TIF Files	Residual Bouguer gravity field grid + planimetric base	GeoTIFF, WGS84	WBRBGRAV84.TIF
Vector Files	Gravity stations	DXF, WGS84	WBSTNS84.DXF
	Residual Bouguer gravity contours	DXF, WGS84	WBRBGRAV84.DXF

shall deliver a remaster to the Ministry if, and when, errors in the digital data are discovered; the remaster will be delivered at most, weekly, for the duration of the five-month period.

Copies of all digital data must be stored by the bidder for one (1) year after the safe delivery of the same data to the Ministry. During this time the data may not be erased except by explicit written authorization of the Ministry technical inspector or QA/QC Geophysicist.

After delivery of all final maps, any related materials, (including field notebooks and equipment logs) used to produce the final products will be delivered to the Ministry. The bidder must prepare a catalogue (as part of the Project Report) for all of these data and will submit it to the Ministry.

There are two main objectives to consider when preparing the final products. These are:

- a) final products will be copied by the Ministry and distributed directly to clients;
and
- b) Final products must be complete, so that alternative data correction and processing procedures may be applied now or in the future.

The following is a summary list of final products. Additional details are provided later in this section. These product descriptions are provided as a template, as certain products are dependent on the type of System (e.g. gravity gradiometer). The contracted final products will be prepared in consultation with the bidder.

survey of Namibia, Geophysics Division will be made available to the bidder after contract signature.

4.5 Gridded Data

The following grids will be derived directly from the corresponding profile archive channels, unless otherwise noted. The grid resolution will be 50 m x 50 m. The minimum curvature gridding algorithm is recommended, but other gridding methods will be authorized with prior approval of the Ministry, particularly if they can be demonstrated to produce superior grids from the current survey data.

The QA/QC Geophysicist or technical inspector will work with the bidder to determine the regional Bouguer gravity field.

4.6 Profile Plots

The bidder is to prepare a 1:50,000 scale profile plot for each traverse. The plots are to contain:

- (a) profiles of elevation;
- (b) bouguer gravity;
- (c) regional gradient; and
- (d) Residual gravity.

The offset scales should be consistent between traverses and chosen for maximum clarity. A digital version of each profile plot is to be delivered in Oasis-Montaj™ map and PDF formats.

4.7 Map product

The following map product must be prepared in digital form:

1:50,000 scale colour-filled contours of residual Bouguer gravity with Ministry-supplied planimetric base and map surrounds;

Map Layout:

The map tiles at 1:50,000-scale will be prepared by the Ministry and will make best use of E-size (and longer) map sheets. The maps will incorporate relevant

geographic references (i.e. UTM co-ordinates, latitude/longitude co-ordinates, township boundaries), index maps, titles, technical descriptions, scale bars, contour legends, flight line legends, descriptive notes, and other map face elements determined by the Ministry. The OGS Data Manager will prepare, in consultation with the Supplier/Vendor and the QA/QC Geophysicist, the planimetric base map and the map surrounds for each map product and each tile, as an OASIS montaj MAP file. The tenderer shall incorporate the relevant geophysical image and vector data while maintaining the integrity of the map tiles supplied by the Ministry.

4.8 Report

The final Report provides documentation for all stages and aspects of the survey. It will include information on the purpose, planning, field operation, logistics and data processing. It should not be particularly long, but it should contain all the technical facts that influenced how the data were collected and processed. The final report should comprise two parts:

- (a) A Field Operations Report; and
- (b) A Data Processing Report.
- (c) An Interpretive Report

This should be completed within two (2) month of the end of the field survey. An interpretive report is required.

4.8.1 Field Operations Report

The objective of the Field Operations Report is to provide pertinent facts related to the actual field operations such as logistics and transportation, data collection, instrument performance and problems, processing problems, etc. It should include such information as:

Type of Survey – Regional Detail

- 1) Purpose and region of the survey
 - a. objective of the survey;
 - b. location map of the survey;

c. Map references.

2) Project Elements

- (a) time frame;
- (b) personnel;
- (c) safety;
- (d) transportation;
- (e) instrumentation – gravity meters, GPS receivers and antenna, etc.;
- (f) gravity field books used;
- (g) gravity control stations established and sequences used;
- (h) station spacing (includes comments on accessibility and variances);
- (i) Brief discussion of methods used for gravity and horizontal and vertical control.

4.8.2 Data Processing Report

The data processing report will be written on completion of all data collection and processing, and forms part of the Final Report. This is to review and document both the procedures used and problems encountered in observing and processing the data, and make specific recommendations for improvement of data collection, processing and quality control.

The Data Processing Report should contain the following:

1) Gravity control network and gravity metre calibration procedures

- estimated precision and/or accuracy
- methods of quality control
- problems and recommendations for improvement

2) Horizontal Control procedures

- estimated precision and/or accuracy
- methods of quality control
- problems and recommendations for improvement

3) Vertical Control procedures

- estimated precision and/or accuracy
- methods of quality control
- problems and recommendations for improvement

4) Gravity Traverse Data procedures

- estimated precision and/or accuracy
- methods of quality control
- problems and recommendations for improvement

Complete documentation of all digital data and products is required, forming an appendix to the survey report. The document must describe the content, units and co-ordinate systems for all profile archive channels, grids, digital maps and other data. The Ministry will provide to the bidder a template for the report prior to the completion of the production data collection.

4.8.3 Data Interpretation Report

The interpretation data report will be written on completion of all data collection and processing, and forms part of the Final Report. This is to review and document both the procedures used and problems encountered in observing and interpreting the data, and make specific recommendations for improvement of data collection, processing, interpreting and quality control. Latest map geological should be used with the data during interpretation.

4.9 International Gravity Standardization Net (IGSN) Compliance

A statement of compliance with the standards set forth by the International Gravity Standardization Net 1971 (IGSN71) and the Geodetic Reference System 1967 (GRS67) will be required and should be included as part of the report.

4.10 Warranty

The digital final products submitted and approved by the Ministry will be subject to a one-year warranty period following the completion of the fiscal year in which the Project is carried out. The warranty period will end **March 29, 2022**. If, during that period, the Ministry discovers any errors in a final product and notifies the bidder, then the bidder must repair the error at its own expense and resubmit

any and all final products that have been affected by the error within thirty (30) days of the notification.

5 PROJECT SCHEDULE

The following is a provisional Project Schedule: **December 31, 2020** – Data acquisition completed. **April 30, 2020** – Delivery of all survey products completed. Regardless of the completion date for data acquisition, the three-month period allowed for delivery of all survey products from that date will be strictly adhered to.

Table 3

	% OF CONTRACT ALLOCATION RELEASED	MILESTONE THAT TRIGGERS PAYMENT	MEASURE THAT MILESTONE IS COMPLETED
1	7	Survey plan, incorporating the deployment of crews, schedule for data acquisition and delivery of interim and final products. Due: four week after notification of contract award.	Ministry receives certification from QA/QC Geophysicist or technical inspector that an acceptable survey plan has been received.
2	7	QA/QC plan, incorporating in-field and post-field QA/QC. Due: after meeting with QA/QC Geophysicist or technical inspector but prior to survey mobilization.	Ministry receives certification from QA/QC Geophysicist or technical inspector that an acceptable QA/QC plan has been received.
3	10	Completion of 25% of survey.	Ministry receives from QA/QC Geophysicist or technical inspector production certification.
4	10	Completion of 50% of survey	Ministry receives from QA/QC Geophysicist or technical inspector production certification.
5	10	Completion of 75% of survey.	Ministry receives from QA/QC Geophysicist or technical inspector production certification.
6	10	Completion of 100% of survey and Delivery of all production data. Due: prior to demobilization from survey site.	Ministry receives from QA/QC Geophysicist or technical inspector production certification.
7	11	Delivery of "1st. draft" of publication	Ministry receives acceptance

		products to QA/QC Geophysicist. Due: within two month after completion of data acquisition, but no later than June 15, 2019	note from QA/QC Geophysicist or technical inspector.
8	15	Delivery of final publication review interim products to QA/QC Geophysicist. Due: within three months after completion of data acquisition, but no later than June 30, 2019	Ministry receives acceptance note from bidder Data Manager and QA/QC Geophysicist or technical inspector.
9	20	Delivery of all final Master DVD/CD-ROM products (publication and plot files) to OGS Data Manager. Due: within three months after completion of data acquisition, but no later than June 31, 2019	Ministry receives acceptance note from Bidder Data Manager.
	100		

6 CARTOGRAPHIC SPECIFICATIONS

The Ministry will provide the bidder with

- all Geosoft map files containing topographic base map and legend
- technical specifications for data to be added by bidder

Data groups collected by the contractor/bidder must be added to the "data view" of each Geosoft map file, symbolized as per the technical specifications supplied. The only exception would be the colour bar, which is to be added to the "legend view".

The groups, within the "data view" are to be ranked as follows (front to back)








MNDM supplied / tenderer supplied

- neatline
- lat & long
- annotation
- annotation drainage
- gravity stations
- contours
- colour image
- roads primary
- roads secondary
- roads trail
- railroad


Section 5. Terms of Reference

- power line
- pipeline
- rivers
- UTM grid
- Administrative boundary

**Table 4: 1:50 000 Ground Gravity Survey
(Including Calculated Bouguer Gravity Contours and Station locations)**

Description	Symbol	Cartographic Specifications			Notes on Usage
		Font Paper size (mm) - Ground units <m>	Line thickness Paper size (mm) Ground units <m>	Colour (R,G,B)	
Magnetic Contours	N.B. contour interval may vary according to complexity of field				
1 milliGal			(0.1) - <5>	Red (255,0,0)	
5 milliGal			(0.15) - <7.5>	Red (255,0,0)	
25 milliGal			(0.25) - <12.5>	Red (255,0,0)	
100 milliGal			(0.35) - <17.5>	Red (255,0,0)	
Gravity depression			(0.1) - <5>	Red (255,0,0)	triangle 1mm triangle 1.5mm base = height =
Contour number		Arial True Type Font (1.75) - <87.5>		Red (255,0,0)	
Gravity station		Arial True Type Font (1.5) - <75>		Black (0,0,0)	black outline, white fill

**Table 5: 1:50 000 Ground Gravity Survey
(Including Calculated Bouguer Gravity Contours and Station locations)**

Description	Symbol	Cartographic Specifications			Notes on Usage
		Font Paper size (mm) - Ground units <m>	Line thickness Paper size (mm) Ground units <m>	Colour (R,G,B)	
Colour Bar					use the pastel.tbl colour breaks should match contour intervals insert grid colour bar into the "legend view"; positioned within the box provided
Colour bar number		Arial True Type Font (2.0) - <100>		Black (0,0,0)	Bouguer gravity (mGal) values 1 decimals
Colour bar box			(0.15) - <7.5>	Black (0,0,0)	colour boxes: box height 6 mm box width 14 mm

RATE BID FORM

RATE BID TABLE 6: GROUND GRAVITY SURVEY				
Conducting regional integrated interpretation and ground gravity geophysical surveys in the //Karas Region, Warmbad sheet				
BIDDER'S LEGAL NAME: _____				
Number of Stations to be Surveyed (Exclusive of repeat stations)		Mobilization and Demobilization Cost	Gravity cost per station	Gravity Survey Total Cost (Columns C+(BxD))
Column A	Column B	Column C	Column D	Column E
Base Quantity	4200	N\$ _____	N\$ _____ per station	N\$ _____
Subtotal:				N\$ _____
Vat:				N\$ _____
LUMP SUM TOTAL (This total will be used for Evaluation purposes)				N\$ _____

- Bidders must not amend this Form in any way other than by providing the requested information.
- No other fees or charges are payable for the Deliverables other than those set out on this Form.
- A bidder's proposal may be disqualified if a price category is left blank.
- **Note:** This part/form must be removed and must be inserted into the financial proposal envelope

7 ANNEXURE 2: EVALUATION CRITERIA

The Ministry of Mines and Energy is using the set standards as included in the Procurement Act, 2015. Bidders will be evaluated for Compliance with the obligatory Namibian Tender Regulation and Requirements:

7.1 Completion of tender document

- a) All compulsory pages must be initialled
- b) Incomplete tender documents and omission of relevant information leads to disqualification from further tender evaluation.
- c) Failure to initial each page of the tender documents leads to disqualification of the tender offer.

7.2 The following obligatory documentary evidence is required and should be attached during the submission of the tenders

- 7.2.1 Have a valid **company Registration Certificate**;
- 7.2.2 Have an original valid **good Standing Tax Certificate**;
- 7.2.3 Have an original valid **good Standing Social Security Certificate**;
- 7.2.4 Have a valid certified copy of **Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner** that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998
- 7.2.5 Have a valid SME certificate

NB: For international companies (**foreign companies**)/bidder, please provide **company registration**. The eligibility criteria above applies to the local companies.

7.3 Technical evaluation (70%)

- 7.3.1.** The technical evaluation will count twenty (**70%**) and whereas financial will count 30%

7.3.2 Furthermore, Bidders will be evaluated for compliance with the terms of reference.

7.3.4. Relevant similar work experience in terms of scope and magnitude of work:

- a) A detailed company profile outlining its products, services and current status the number of project successfully completed, at least three (3) ground gravity surveys. Attach proof **(10 marks)**
- b) the bidders proposed organogram showing the tenderer's project leader and key project team personnel, and their responsibilities for the Project **(10 marks)**
- c) resumes of each member of the proponent's team, including field staff **(reference letters) (10 marks)**
- d) List of geophysical equipment and serial numbers, Attach proof **(15 marks)**

Gravity meter

Differential Global Positioning System (DGPS)

- e) Project schedule **(3 points)**

7.4 Financial (30%)

7.4.1 The price is of essence and the lowest bidder within the budgeted amount will be allocated the highest score **(30 marks)**

7.5 Cumulative Score and Selection of Highest Scoring tenderer

At the conclusion of point 4, all scores from point 2 and point 3 will be added and, subject to satisfactory reference checks, completed security clearances (if required) and the express and implied rights of the Ministry, the highest scoring proponent will be awarded the bid.

