



CONSULTING ENGINEERS

& Project Managers

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Oshakati Town Council

Procurement of

**"CONSTRUCTION OF GRAVITY SEWER NETWORKS AND WATER
RETICULATION INFRASTRUCTURE FOR OSHAKATI NORTH EXTENSION 12
AND A PORTION OF EXTENSION 1 "**

Procurement Reference No:

W/ONB/OSHTC-02/2024/2025

**MINUTES FOR PRE-BID MEETING
TUESDAY, 30 JULY 2024, 11:00
(NON-COMPULSORY)**

1. INTRODUCTION AND WELCOMING

- 1.1. Ms. Anna-Liisa Korea Jeremia welcomed all present to the meeting and handed over the Project Manager, WCE Consulting Engineers to take the meeting through the agenda.
- 1.2. An attendance register was circulated and signed by all present.
- 1.3. It was clarified that this is a non-compulsory pre-bid meeting and the minutes will be shared with all bidders who purchased the bidding documents.

2. PROJECT DESCRIPTION

2.1. Scope of Work:

- 2.1.1.1 3110m of gravity sewer lines HD 400kPa (160Ø & 200Ø) – depth range 0.5m – 5.0m
- 2.1.1.2 558m of sewer erf connections (110Ø) with markers
- 2.1.1.3 73 concrete cast in-situ manholes
- 2.1.1.4 Connection at 8 x existing manholes
- 2.1.1.5 NB! – Quality Assurance Testing on backfilling – Pg. 68
- 2.1.1.6 3718m of water lines, class 9 uPVC (75Ø, 110Ø & 160Ø)
- 2.1.1.7 1224m of water erf connections (110Ø uPVC, 32 HDPE & 25 HDPE) with markers
- 2.1.1.8 Gate valves
- 2.1.1.9 Fire hydrants

2.2. Note **there are existing services in the area**

3. BID DOCUMENT

Important sections in the bid document were highlighted as follows:

3.1 Compulsory Documents – Pg. 57- Bidders were reminded that any copies of documents must be certified correctly, and bidders must ensure that the certificates submitted are still valid at the time of submission.

3.2 Bidding Data Sheet – Pg. 22 – To note:

3.2.1. Intended Completion Period – **8 calendar months**, bidder to familiarize themselves with the site conditions to avoid inconvenience and unnecessary extension of time claims and unjustified delays due to the nature of the site. Bidder were informed the construction will be during the rainy season therefore it's advised to plan properly to accommodate rainfall impacts on the project progress.

3.2.2. Minimum essential plant and equipment is listed. Bidders to submit proof of ownership or proof of arrangement to obtain the minimum required equipment in the event of successful bid. Bidders should submit a self-declaration of ownership of the equipment's and machineries (dumpy level, generators, Concrete Mixers.etc)

3.2.3. Minimum qualifications/experience is listed and bidders to ensure the key staff they propose in their bid complies with the requirements. It was stressed that the CVs submitted with the bid **MUST** correlate with the key staff proposed for the different positions. Failure to submit the correct CVs may result in disqualification. It was further

noted that whichever key staff is proposed in the bid shall be the key staff actually executing the work in the event of successful bid.

3.2.4. Minimum annual turnover of last Three (3) years must be N\$ 2 500 000.00;

3.2.5. Minimum 3 similar works completed in last 3 years;

3.2.6. Bid validity is 180 calendar days;

3.2.7. Deadline for Submission of Bids – Tuesday, 3rd September 2024 at 14:00 at Bid Box, Oshakati Town Council (Civic Building), 906 Sam Nuyoma Drive, Oshakati, Namibia. Bidders were informed it is compulsory to sign the register when submitting bids. The register will be available at the Procurement Management Unit office.

3.2.8. It was noted that a Performance Guarantee of 10% of the contract price will be required from successful bidder after award.

- 3.3 Bidding Forms** must ALL be completed fully. They are on pgs. 29 - 40. Bidders must ensure they stamp their company seal where it is requested on the form. In the absence of a company stamp, bidders shall sign in full.
- 3.4** Bidders attention drawn to the **Qualification Information** requirements on pg. 36. Audited financial statements of last 3 years must be submitted. Evidence of access to financial resources.
- 3.5** The **Bill of Quantities** are given on cream/yellow pages, pg. 39 - 53. Arithmetical errors on a bill item, the rate will be taken as correct, and the amount will be recalculated. It's a Bidder's responsibility to double check formula's in the BoQ excel sheet issued
- 3.6 Evaluation Criteria** on pgs. 54 - 55. Note 5% price preference for suppliers based and operating from the Oshana Region – Proof by means of fitness certificate. -It was clarified by the PMU that this won't be a **disqualifying factor** and an Amendment to Bid will be shared
- 3.7 Employer's Requirements** on pgs. 56 - 108. Standard specifications noted as SANS1200, which also stipulates all quality assurance tests required. Bidders to allow for this testing in their rates.
- 3.8** Tender Drawings listed on pg. 119, attached at back of bid document.
- 3.9** General Conditions of Contract & Special Conditions of Contract on pgs. 120 - 148.
- 3.10** It was noted in case of a Joint Venture, ALL compulsory documents and additional information as per points above must be submitted for each party to the JV. JV Agreement should be submitted together with the documents
- 3.11** Bidders to initial each page of the bid submission.
- 3.12** It was noted that any further clarification requests must be sent via e-mail to the e-mail addresses provided in the bid document. Under no circumstances shall bidders call the Project Manager of PMU for clarification.
- 3.13** Finally, it was noted that bidder should make use of the Envelope Cover in the Bid to avoid document misplacement due to unclear marking on the envelope.

4. SITE INSPECTION

4.1. The bidders were shown the site and the following points were discussed:

4.1.1. All connecting manholes where the new gravity sewer networks will tie in was pointed out. It was noted the existing tar road will have to be cut and reinstated.

4.1.2. Where existing roads need to be cut, proper diversions for traffic accommodation must be in place.

5. BIDDERS QUESTIONS

Q: Challenges in providing the proof of ownership for small equipment's such as dumpy levels, concrete mixer, generator etc, what should bidders do?

A: It was agreed that Bidders should make a Self-Declaration of ownership of such equipment's and tools, this should be signed and on a company's letter head

6. CLOSURE

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