



REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, WATER AND LAND REFORM

PREQUALIFICATION DOCUMENT

Issued on: 12 August 2022

Leasing of Katima Farm-Liselo Irrigation Project on a Build, Operate & Transfer Model

Procurement Reference No: **No: Brown Field Projects/Katima Farm-Liselo/MAWLR /2022**
Closing Date & Time: 17 October 2022 at 11H00 a.m.

PARTICULARS OF APPLICANT

Company Name :

Postal Address :

Physical Address :

Telephone No :

Fax No :

Email Address :

Cost: Free

**Office of the Executive Director
Ministry of Agriculture, Water and Land Reform
Lands Building, Ground floor
c/o Robert Mugabe & Dr. May Street
Windhoek, Namibia**

Standard Procurement Document

Summary

Specific Procurement Notice: Invitation for Prequalification

These Standard Bidding Documents for Procurement of Non-Consultancy Services (time-based contracts) apply when a prequalification process has not taken place before bidding. A brief description of these documents is given below.

Prequalification Document: Leasing of Katima Farm-Liselo Irrigation Project on a Build, Operate & Transfer Model

PART 1 – PREQUALIFICATION PROCEDURES

Section I - Instructions to Applicants (ITA)

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (“Application”). Information is also provided on opening and evaluation of Applications. **Section I contains provisions that are to be used without modification.**

Section II - Prequalification Data Sheet (PDS)

This Section consists of provisions that are specific to each prequalification, and supplements the information or requirements included in Section I, Instructions to Applicants.

Section III - Qualification Criteria and Requirements

This Section contains the methods, criteria, and requirements to be used to determine how Applicants shall be prequalified and later invited to bid.

Section IV - Application Forms

This Section contains the Application Submission Letter and other forms required to be submitted with the Application.

PART 2 - SERVICE REQUIREMENTS

Section V - Scope of Services

This Section includes a summary description of the terms of reference of the services that are the subject of this prequalification, as well as a summary description, technical specifications and layouts of the project for which the lease is being sought.

Standard Procurement Document

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PART 1 – Prequalification Procedures

Section I - Instructions to Applicants

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Section I - Instructions to Applicants

A. General	
1. Scope of Application	1.1 In connection with the Invitation for Prequalification indicated in Section II, Prequalification Data Sheet (PDS), the Employer, as defined in the PDS , issues this Prequalification Document (PD) to Applicants interested to bid for the Services described in Section VII, Scope of Services. The Request for Proposal (RfP) number corresponding to this prequalification is provided in the PDS .
2. Source of Funds	2.1 Unless otherwise stated in the PDS , this procurement shall be financed by the Applicant.
3. Public Entities Related to Prequalification Document & to application for review	<p>3.1 The public entities related to these bidding documents are the Public Entity, acting as procuring entity (Employer), the Procurement Policy Unit, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting Bidding document, receiving and evaluation of bids in respect of major contracts and the Review Panel, set up under the Public Procurement Act, 2015 (hereinafter referred to as the Act.)</p> <p>Application for Review shall be addressed to:</p> <p style="text-align: center;">The Chairperson Review Panel Ministry of Finance Private Bag 13295 Windhoek, Namibia</p>
4. Corrupt or Fraudulent Practices	4.1 It is the policy of the Government of the Republic of Namibia to require Public Entities, as well as Bidders, Suppliers, and Contractors and their agents (whether declared or not), personnel, subcontractors, sub-consultants, service providers and suppliers, observe the highest standard of ethics during the procurement and execution of

	<p>contracts¹. In pursuance of this policy, the Government of the Republic of Namibia:</p> <p>(a) defines, for the purposes of this provision, the terms set forth below as follows:</p> <p>(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;</p> <p>(ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;³</p> <p>(iii) “collusive practice” is an arrangement between two or more parties⁴ designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party⁵ or the property of the party to influence improperly the actions of a party;</p> <p>(v) “obstructive practice” is</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Employer’s investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to</p>
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¹ In this context, any action taken by a bidder, supplier, contractor, or any of its personnel, agents, sub-consultants, sub-contractors, service providers, suppliers and/or their employees to influence the procurement process or contract execution for undue advantage is improper.

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

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

⁴ “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, noncompetitive levels.

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

	<p>prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or</p> <p>(b) will reject a proposal for prequalification if it determines that the applicant recommended for prequalification has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in the pre-qualification process; and</p> <p>(c) will sanction a firm or an individual, at any time, in accordance with prevailing legislations, 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^b sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a public contract.</p>
<p>5. Eligible Applicants</p>	<p>5.1 Applicants shall meet the eligibility criteria as per this clause and ITA5.2</p> <p>5.2 An Applicant may be a natural person, private entity, or government-owned entity or any combination of them in the form of a joint venture, under an existing agreement, or with the intent to constitute a legally-enforceable joint venture. In the case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate an authorized representative who shall have the Employer to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, bidding (in the event the JV submits a bid) and during contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.</p>
	<p>5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or as a sub-contractor. If prequalified, it will not be permitted to bid for the same</p>

^b A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which either has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that are accounted for in the evaluation of the bidder's pre-qualification application or the bid; or (ii) appointed by the Authority.

	<p>contract both as an individual firm and as a part of the joint venture or as a sub-contractor. However, a firm may participate as a sub-contractor in more than one bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected.</p> <p>5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified applicant will be allowed to bid for the same contract. All bids submitted in violation of this procedure will be rejected.</p>
	<p>5.5 Subject to the restrictions pursuant to ITA 6.1, an Applicant may have the nationality of any country except in the case of open national bidding where the Prequalification Document may limit participation to citizens of Namibia or entities incorporated in Namibia. <u>(Refer to the PDS 5.5)</u>. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed specialized sub-contractors or suppliers for any part of the Contract including related Services.</p>
	<p>5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Employer as Engineer for contract implementation of the Works that are the subject of this prequalification.</p>
	<p>5.7(a) An Applicant 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 or thereafter, shall be disqualified.</p> <p>(b) Application appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American</p>

	<p>Development Bank Group and World Bank Group shall be rejected.</p> <p>Links for checking the ineligibility lists are available on the PPU’s website: www.mof.gov.na/procurement-policy-unit</p>
	<p>5.8 Government-owned enterprises may participate only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not dependent agencies of the Government.</p>
	<p>5.9 An Applicant shall provide such evidence of eligibility satisfactory to the Employer, as Employer shall reasonably request.</p>
6. Eligibility	<p>6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries. The countries, persons or entities are ineligible if:</p> <p>(a) as a matter of law or official regulations, Namibia prohibits commercial relations with that country, or</p> <p>(b) 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, Namibia prohibits any import of goods or contracting of Works or Works from that country, or any payments to any country, person, or entity in that country.</p>
B. Contents of the Prequalification Document	
7. Sections of Prequalification Document	<p>7.1 The document for the prequalification of Applicants (hereinafter “Prequalification Document”) consists of Parts 1 and 2 which comprise all the sections indicated below, and should be</p>
	<p>PART 1 - Prequalification Procedures</p> <ul style="list-style-type: none"> • Section I - Instructions to Applicants (ITA) • Section II - Prequalification Data Sheet (PDS) • Section III - Qualification Criteria and Requirements • Section IV - Application Forms

	<p style="text-align: center;">PART 2 – Service Requirements</p> <ul style="list-style-type: none"> • Section V - Service Requirements
	7.2 The “Invitation for Prequalification Applications” issued by the Employer is not part of the Prequalification Document.
	7.3 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Employer shall prevail.
	7.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.
8. Clarification of PQ Document	<p>8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer’s address indicated in the PDS. The Employer will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Employer shall also promptly publish its response at the web page identified in the PDS. Should the Employer deem it necessary to amend the prequalification document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 18.2.</p> <p>8.2 If indicated in the PDS, the Applicant’s designated representative is invited at the Applicant’s cost to attend a pre-Application meeting at the place, date and time mentioned in the PDS. During this pre-Application meeting, prospective Applicants may request clarification of the project requirement, the criteria for qualifications or any other aspects of the Prequalification Document.</p>

	<p>8.3 Minutes of the pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Document. Any modification to the Prequalification Document that may become necessary as a result of the pre-Application meeting shall be made by the Employer exclusively through the use of an Addendum pursuant to ITA 9. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.</p>
<p>9. Amendment of PQ Document</p>	<p>9.1 At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addenda.</p> <p>9.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the prequalification document from the Employer. The Employer shall promptly publish the addendum at the Employer’s web page identified in the PDS.</p> <p>9.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.</p>
<p>C. Preparation of Applications</p>	
<p>10. Cost of Applications</p>	<p>10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.</p>
<p>11. Language of Application</p>	<p>11.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the application, the translation shall govern.</p>

<p>12. Documents Comprising the Application</p>	<p>12.1 The application shall comprise the following:</p> <ul style="list-style-type: none"> (a) Application Submission Letter, in accordance with ITA 13.1; (b) Eligibility: documentary evidence establishing the Applicant’s eligibility to prequalify, in accordance with ITA 14.1;
	<ul style="list-style-type: none"> (c) Qualifications: documentary evidence establishing the Applicant’s qualifications, in accordance with ITA 15; and (d) any other document required as specified in the PDS. <p>12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.</p>
<p>13. Application Submission Form</p>	<p>13.1 The Applicant shall prepare an Application Submission Letter as provided in Section IV, Application Forms. This Letter must be completed without any alteration to its format.</p>
<p>14. Documents Establishing the Eligibility of the Applicant</p>	<p>14.1 To establish its eligibility in accordance with ITA 5, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms.</p>
<p>15. Documents Establishing the Qualifications of the Applicant</p>	<p>15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.</p> <p>15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the NAD equivalent using the rate of exchange determined as follows:</p> <ul style="list-style-type: none"> (a) For financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted). (b) Value of single contract - Exchange rate prevailing on the date of the contract.

	15.3 Exchange rates shall be taken from the publicly available source identified in the PDS . Any error in determining the exchange rates in the Application may be corrected by the Employer.
16. Signing of the Application and Number of Copies	<p>16.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA 12 and clearly mark it “ORIGINAL”. The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.</p> <p>16.2 The Applicant shall submit copies of the signed original application, in the number specified in the PDS, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.</p>
D. Submission of Applications	
17. Sealing and Marking of Applications	<p>17.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall:</p> <ul style="list-style-type: none"> (a) bear the name and address of the Applicant; (b) be addressed to the Employer, in accordance with ITA 18.1; and (c) bear the specific identification of this prequalification process indicated in the PDS in accordance with ITA 1.1;
	17.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 17.1 above.
18. Deadline for Submission of Applications	18.1 Applicants may always submit their applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated in the PDS . When so specified in the PDS , applicants shall have the option of submitting their applications electronically, in accordance with electronic application submission procedures specified in the PDS .

	18.2 The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in accordance with ITA 9, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
19. Late Applications	19.1 Any application received by the Employer after the deadline for submission of applications shall be rejected.
20. Opening of Applications	20.1 The Employer shall open all Applications at the date, time and place specified in the PDS . 20.2 The Employer shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.
E. Procedures for Evaluation of Applications	
21. Confidentiality	21.1 Information relating to the evaluation of applications, and results of the prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants in accordance with ITA 29. 21.2 From the deadline for submission of applications to the time of notification of the results of the prequalification in accordance with ITA 29, any Applicant that wishes to contact the Employer on any matter related to the prequalification process, may do so but only in writing.
22. Clarification of Applications	22.1 To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification (including missing documents) of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. 22.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application. 23.1 The Employer may reject any application which is not responsive to the requirements of the prequalification

23. Responsiveness of Applications	document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification
	as per ITA 22.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.
24. Sub-contractors	<p>24.1 Unless otherwise stated in the PDS, the Employer does not intend to execute any specific elements of the Services by subcontractors selected in advance by the Employer (so-called “Nominated Subcontractors”).</p> <p>24.2 The Applicant shall not propose to subcontract the whole of the contract. The Employer, in ITA 24.3, may permit the Applicant to propose subcontractors for certain specialized parts of the services as indicated therein as (“Specialized Subcontractors”). Applicants planning to subcontract any of the Key Activities indicated in Section III, Qualification Criteria and Requirements, shall specify the activity (ies) or parts of the Services to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed Specialized Subcontractors in Forms ELI-1.2 and EXP (experience) 4.2(b) in Section IV. Such proposed Specialized Subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.</p> <p>24.3 Specialized Subcontractors may, if specified in the PDS, be used to meet requirements under 4.2(b) in Section III, Qualification Criteria and Requirements.</p> <p>24.4 Qualifications of Specialist Personnel, defined as personnel of the lead firm or Joint Venture (hereinafter referred to as Specialist Personnel), may, if specified in the PDS, be used to meet requirements under 4.2(b) in Section III, Qualification Criteria and Requirements.</p>
F. Evaluation of Applications and Prequalification of Applicants	
25. Evaluation of Applications	25.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. The Employer reserves the right to waive minor deviations in the

	<p>qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.</p>
	<p>25.2 Only the qualification of Specialized Subcontractors and specialist personnel, in accordance with ITA 24.3 and ITA 24.4 that have been identified in the Application may be considered in the evaluation of an Applicant.</p> <p>25.3 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant’s subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 24.3 above) or any other firm(s) different from the Applicant that submitted the Application shall not be considered.</p>
26. Employer’s Right to Accept or Reject Applications	<p>26.1 The Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.</p>
27. Pre-qualification of Applicants	<p>27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Employer.</p>
28. Notification of Prequalification	<p>28.1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been prequalified. In addition, those Applicants who have been disqualified will be informed separately.</p> <p>28.2 Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.</p>
29. Request for Bids	<p>29.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified.</p> <p>29.2 Bidders may be required to provide a Bid Security acceptable to the Employer in the form and an amount to be specified in the Bidding</p>
	<p>Document.</p> <p>29.3 The successful Bidder shall be required to provide a Performance Security to be specified in the bidding document.</p>

	<p>29.4 Bidders shall be required to provide a Code of Conduct which will apply to their and sub-contractors' personnel that includes the minimum requirements specified in the bidding document.</p> <p>29.5 If required in the bidding document, the successful Bidder shall provide additional information about its beneficial ownership using the Beneficial Ownership Disclosure Form included in the bidding document.</p>
<p>30. Changes in Key Personnel or Qualifications of Applicants</p>	<p>30.1 Any change in the structure, formation, key staff or qualifications of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any Specialized Subcontractor) shall be subject to a written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members, (ii) as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements, or (iii) if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than 14 days after the date of the Request for Bids.</p>
<p>31. Procurement Related Complaint</p>	<p>31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.</p>

Section II - Prequalification Data Sheet (PDS)

A. General

ITA 1.1

The identification of the Invitation for Prequalification is: *Brown Field Projects/Katima Farm-Liselo//MAWLR/2022*

The Employer is:

Office of the Executive Director
Ministry of Agriculture, Water and Land Reform
Land Building, Ground Floor
c/o Robert Mugabe & Dr. May Street
Windhoek, Namibia

Enquiries

Mr. Mwala Lutaka (Procurement)
Tel: 061 – 208 7111
Email: Mwala.Lutaka@mawlr.gov.na

Mr. Ankama N. Ankama (Technical)
Tel: 061 – 208 7481
Email: ankamanamwandja@yahoo.com

The name of the project is: **Leasing of Katima Farm-Liselo Irrigation Project on a Build, Operate and Transfer Model**

Procurement Reference No: *Brown Field Projects/Katima Farm-Liselo//MAWLR/2022*

ITA 5.2

- (i) The parties in a JV “shall” be jointly and severally liable.
(ii) Maximum number of partners in the JV shall “not be limited”

ITA 5.7

A list of debarred firms and individuals is available on the World Bank’s external website: <http://www.worldbank.org/debarr>. and PPU’s website: www.mof.gov.na/procurement-policy-unit

B. Contents of the Prequalification Document

ITA 8.1

For **clarification purposes**, the Employer’s address is:
Attention: Mr. Ankama N. Ankama, Room 245
Address: Ministry of Agriculture, Water and Land Reform
C/o of Robert Mugabe & Luther Street
Private Bag 13184
Windhoek

	<p>Namibia</p> <p>Telephone: +264-61 208 7481</p> <p>Facsimile: +264-61 208 7482</p> <p>Email address: ankamanambwandja@yahoo.com</p>
ITA 8.2	<p>Pre-Application Meeting will be held: Yes</p> <p>Place: Katima Farm-Liselo Irrigation Project, Zambezi Region</p> <p>Date: 07 September 2022</p> <p>Time: 11h00 AM</p>
C. Preparation of Applications	
ITA 11.1	<p>This Prequalification document has been issued in the “English” language. The Application as well as all correspondence shall be submitted in English. Applicants who submit translated documents shall be disqualified.</p>
ITA 15.2	<p>The source for determining exchange rates is <i>Bank of Namibia</i>.</p>
ITA 16.2	<p>In addition to the original, the number of copies to be submitted with the application is: <i>one (1)</i></p>
D. Submission of Applications	
ITA 18.1	<p>The deadline for application submission is:</p> <p>Date: <i>17 October 2022</i></p> <p>Time: <i>11h00 AM</i></p> <p>For application submission purposes only, the Employer's address is:</p> <p>Office of the Executive Director Ministry of Agriculture, Water and Land Reform Land Building, Ground Floor c/o Robert Mugabe & Dr. May Street Windhoek, Namibia Windhoek Namibia</p> <p>Applicants “<i>shall not</i>” have the option of submitting their applications electronically.</p>

ITA 19.1	The Employer reserves the right to reject late applications.
ITA 20.1	<p>The opening of the Applications shall be at:</p> <p>Office of the Executive Director Ministry of Agriculture, Water and Land Reform Land Building, Ground Floor c/o Robert Mugabe & Dr. May Street Windhoek, Namibia Windhoek Namibia</p> <p><i>Date: 17 October 2022</i></p> <p><i>Time: 11h05 AM</i></p>
E. Procedures for Evaluation of Applications	
ITA 24.1	The Employer “ <i>does not intend</i> ” to execute certain specific elements of the services by subcontractors selected in advance.
ITA 24.3	Specialized Subcontractors <i>may</i> be used to meet requirements under 4(b) of Section III, Qualification Criteria and Requirements
ITA 24.4	Specialist Personnel <i>may</i> be used to meet requirements under 4(b) of Section III, Qualification Criteria and Requirements
F. Evaluation of Applications and Prequalification of Applicants	
ITA 31.1	<p>If an Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by email), to:</p> <p>For the attention:</p> <p>Mr. Mwala Lutaka Head of Procurement Management Unit Ministry of Agriculture, Water and Land Reform Land Building, Ground Floor c/o Robert Mugabe & Dr. May Street Windhoek, Namibia E-mail: Mwala.Lutaka@mawlr.gov.na</p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of the Prequalification Documents; and 2. the Employer’s decision not to prequalify an Applicant.

Section III - Qualification Criteria and Requirements

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Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA Sub-Clause 6.1.	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N / A	Forms ELI –1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in ITA 5.6.	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N / A	Application Submission Form
1.4	Government owed entity	Applicant required to meet conditions of ITA 5.8	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or Namibian law	Not having been excluded as a result of the Namibian laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITA 6.1	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last 5 (<i>five</i>) years prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the Applicant have been exhausted.	Must meet requirement by itself or as partner to past or existing JV	N / A	Must meet requirement by itself or as partner to past or existing JV	N / A	Form CON - 1
2.2	Suspension Based on Execution of Bid/Proposal Securing Declaration by the Employer	Not being under execution of a Bid/Proposal Securing Declaration, pursuant to ITA 5.9	Must meet requirement.	Must meet requirement	Must meet requirement	N/A	Application Submission Form
2.3	Pending Litigation	All pending litigation shall in total not represent more than 10 % (ten percent) of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement by itself or as partner to past or existing JV	N / A	Must meet requirement by itself or as partner to past or existing JV	N / A	Form CON - 1

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ⁶ since 1 st January 2017	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 1

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
3. Financial Performance							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated as N\$ 550 million for the subject contract(s) net of the Applicants other commitments. (ii) The Applicant shall also demonstrate, to the satisfaction of the Employer,	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments

⁶ The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
	Average Turnover	<p>that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments. (iii) The audited balance sheets or, if not required by the laws of the Applicant’s country, other financial statements acceptable to the Employer, for the last 3 years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability.</p> <p>Minimum average annual turnover of N\$ 15 million [fifteen million Namibia dollars]</p>	Must meet requirement	Must meet requirement	N/A	N/A	

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
4. Experience							
4.1	General Experience	Experience in engineering, procurement and construction (EPC), agricultural production, value addition, processing and marketing for at least the last <i>10 (ten)</i> years prior to the applications submission deadline, and with activity in at least nine (9) months in each year.	Must meet requirement	N / A	Must meet requirement	N / A	Form EXP-4.1
4.2 (a)	Specific Experience	A minimum number of two (2) similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member ⁷ , management contractor or sub-contractor between 1st January 2010 and Application submission deadline: The applicant should have completed similar contracts of: <ul style="list-style-type: none"> - EPC contracts for irrigation schemes - Management of a concession, lease, or similar PPP contract in 	Must meet requirement	Must meet requirement	N / A	N/A	Form EXP 4.2(a)

⁷ For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
		similar projects					
4.2 (b)	Specific Experience in managing Environmental and Social Aspects	For the contracts in 4.2 (a) above and/or any other contracts [substantially completed and under implementation between 1st January 2010 and Application submission deadline, experience in managing ES risks and impacts in the following aspects: - Aquatic ecosystem - Socio-economic - Climate - Land use	Must meet requirements	Must meet requirement	N/A	N/A	Form EXP – 4.2 (c)

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
5. Management Staff							
5.1	Key Staff		Must meet requirement	Must meet requirement	N/A	N/A	Forms PER 5.1(a) and PER 5.1(b)
	EPC Project Manager	Minimum of a Bachelor’s Degree in Engineering, Project Management related fields with 10 years’ experience in Turnkey/EPC Projects					
	Farm Manager	Minimum of a Bachelor Degree in AgriBusiness Management, Agriculture, Horticulture or any related field with 10 years’ experience in Crop Production					
	Quality & Marketing Manager	Minimum Bachelor’s Degree in Food Processing and Quality Assurance or any related field with 5 years’ experience in Food Processing and Food Quality Assurance and Marketing					
	Environmental & Social Specialist	Minimum of a Bachelor Degree in Environmental Science or Environmental Management or any related field with 10 years’ experience					

Section IV - Application Forms

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Application Submission Letter

Date:..... *[insert day, month, year]*

PDS No. and title:..... *[insert PDS number and title]*

To:..... *[insert full name of Employer]*

We, the undersigned, apply to be prequalified for the referenced PDS and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8:..... *[insert the number and issuing date of each addendum].*
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4, we have not been suspended by the Employer based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.10;
- (d) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (e) **Government owned Entity or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA 4.8];*
- (f) **Subcontractors and Specialized Subcontractors:** We, in accordance with ITA 23.3, plan to subcontract the following key activities and/or parts of the services:

.....

[Insert any of the key activities which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]

(g) **Commissions, gratuities, fees:** We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount, value, exchange rate and NAD equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application"]

.....
.....
.....

(h) **Not bound to accept:** We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Bid for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 25.1.

(i) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....

[insert signature(s) of an authorized representative(s) of the Applicant]

Name.....

[insert full name of person signing the Application]

In the capacity of.....

[insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of:

.....
Applicant's Name *[insert full name of Applicant or the name of the JV]*

Address.....

[insert street number/town or city/country address]

Dated on*[insert day number]*..... day of *[insert month]*, *[insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI – 1.1

Applicant Information Form

Date:.....

[insert day, month, year]

PDS No. and title:.....

[insert PDS number and title]

Page.....

[Insert page number].....of.....[insert total number] pages

Applicant's legal name <i>[insert full legal name]</i>
In case of Joint Venture (JV), legal name of each partner: <i>[insert full legal name of each partner in JV]</i>
Applicant's Actual or Intended country of constitution: <i>[indicate country of Constitution]</i>
Applicant's actual or Intended year of constitution: <i>[indicate year of Constitution]</i>
Applicant's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name:..... <i>[insert full legal name]</i> Address:..... <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers:..... <i>[insert telephone/fax numbers, including country and city codes]</i> Email Address:..... <i>[indicate e-mail address]</i>

Attached are copies of original documents of:

Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with ITA 4.3.

In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2.

In case of state-owned enterprise or institution, in accordance with ITA 4.8 documents establishing:

- Legal and financial autonomy
- Operation under commercial law
- Establishing that the Applicant is not under supervision of the Employer

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form ELI – 1.2

Applicant’s JV Information Form

[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Sub-contractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]

Date:.....

[insert day, month, year]

PDS No. and title:.....

[insert PDS number and title]

Page..... *[insert page number]* of..... *[insert total number]* pages

JV Applicant legal name: <i>[insert full legal name]</i>
Applicant’s JV Member’s name: <i>[insert full name of Applicant's JV Member]</i>
Applicant’s JV Member’s country of registration: <i>[indicate country of registration]</i>
Applicant JV Member’s year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member’s legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member’s authorized representative information Name:..... <i>[insert full legal name]</i> Address:..... <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers:..... <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address:..... <i>[indicate e-mail address]</i>

Attached are copies of original documents of:

- Articles of Incorporation or Documents of Constitution, and Registration Documents of the legal entity named above, in accordance with ITA 4.2 and 4.3.
- In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and are not under the supervision of the Employer, in accordance with ITA 4.8.

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON – 1

Historical Contract Non-Performance, Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant’s Legal Name:..... *[insert full name]*
 Date:..... *[insert day, month, year]*
 Joint Venture Party Legal Name:..... *[insert full name]*
 PDS No. and title:..... *[insert PDS number and title]*
 Page..... *[insert page number]* of..... *[insert total number]* pages

Non-Performing Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur during the..... <i>[number]</i> years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed during the..... <i>[number]</i> years specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, NAD equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification:..... Name of Employer:..... Address of Employer:..... Reason(s) for non-performance:	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, NAD equivalent)
<i>[insert year]</i> _____	<i>[insert percentage]</i> _____	Contract Identification:..... Name of Employer:..... Address of Employer:..... Matter in dispute:.....	<i>[insert amount]</i> _____
_____	_____	Contract Identification:..... Name of Employer:..... Address of Employer:..... Matter in dispute:.....	_____
Litigation History in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), NAD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification:..... Name of Employer:..... Address of Employer:..... Matter in dispute:..... Party who initiated the dispute: Reason(s) for Litigation and award decision:	<i>[insert amount]</i>

Form FIN – 3.1**Financial Situation**

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's Legal Name:..... *[insert full name]*

Date:..... *[insert day, month, year]*

Applicant's Joint Venture Name:..... *[insert full name]*

PDS No. and title:..... *[insert PDS number and title]*

Page..... *[insert page number]* of..... *[insert total number]* pages

1. Financial data

Financial information in (NAD equivalent in 000s)	Historic information for previous..... <i>[insert number] years, [insert in words]</i> (NAD equivalent in 000s)				
	Year 1	Year 2	Year 3	Year ...	Year n
Information from Balance Sheet					
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					

Profits After Taxes (PAT)					
Cash Flow Information					
Cash Flow from Operating Activities					

2. Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.

No.	Source of finance	Amount (NAD equivalent)
1		
2		
3		

2. Financial documents

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements, Sub-Factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
- (b) be audited by a certified accountant.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the [number] years required above; and complying with the requirements

Form FIN – 3.2

Annual Turnover Information

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's/Joint Venture Legal Name:..... *[insert full name]*
 Date:..... *[insert day, month, year]*
 Joint Venture Member Name:..... *[insert full name]*
 PDS No. and title:..... *[insert PDS number and title]*
 Page.....*[insert page number]*..... of *[insert total number]* pages

		Annual turnover data	
Year	Amount and Currency	Exchange rate*	NAD equivalent
<i>[indicate year]</i>	<i>[Insert amount and indicate currency. Include partial accounting for the year up to the date of submission of applications]</i>	<i>rate of exchange at the end of the period reported]</i>	<i>[insert amount converted to NAD. dollars]</i>
Average Annual Turnover *			

* Average annual turnover calculated as total certified payments received for contracts in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 3.2.

Form EXP – 4.1

General Sector Experience

[The following table shall be filled in for the Applicant, each partner of a Joint Venture, and subcontractors]

Applicant’s/Joint Venture Legal Name:..... *[insert full name]*
 Date:..... *[insert day, month, year]*
 Applicant JV Member Legal Name:..... *[insert full name]*
 PDS No. and title:..... *[insert PDS number]*
 Page..... *[insert page number]*..... of *[insert total number]* pages

[Identify contracts that demonstrate work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
<i>[indicate month/ year]</i> _____	<i>[indicate month/ year]</i> _____	Contract name:..... Brief Description of the Services performed by the Applicant:..... Amount of contract:..... Name of Employer:..... Address:.....	<i>[insert “Contractor”, or “Subcontractor”, or” Contract Manager”]</i> _____
_____	_____	Contract name:..... Brief Description of the Services performed by the Applicant:..... Amount of contract:..... Name of Employer:..... Address:.....	_____
_____	_____	Contract name:..... Brief Description of the Services performed by the Applicant:..... Amount of contract:..... Name of Employer:..... Address:.....	_____
_____	_____	Contract name:..... Brief Description of the Services performed by the Applicant:..... Amount of contract:..... Name of Employer:..... Address:.....	_____

Form EXP – 4.2(a)

Similar Sector Experience

[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture, and Specialist Subcontractors]

Applicant’s/Joint Venture Legal Name:..... *[insert full name]*
 Date:..... *[insert day, month, year]*
 JV Member Name:..... *[insert full name]*
 PDS No. and title:..... *[insert PDS number and title]*
 Page:..... *[insert page number]* of..... *[insert total number]* pages

[Identify contracts that demonstrate work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.2. List contracts chronologically, according to their commencement (starting) dates.]

Similar Contract No. <i>[insert number]</i> of <i>[insert number of similar contracts required]</i>	Information		
Contract Identification <i>[insert contract name and number, if applicable]</i>		
Award date <i>[insert day, month, year, i.e., 15 June, 2015]</i>		
Completion date <i>[insert day, month, year, i.e., 03 October, 2017]</i>		
Role in Contract <i>[check the appropriate box]</i>	Contractor <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
	<i>[insert roles and responsibilities]</i>		
Total Contract Amount <i>[insert total contract amount in local currency]</i>	 <i>[insert total contract amount in NAD equivalent]</i>

<p>Similar Contract No. [insert number] of [insert number of similar contracts required]</p>	<p>Information</p>		
<p>If partner in a JV, or subcontractor, specify participation in total contract amount</p>	<p>[insert a percentage amount] _____</p>	<p>[insert total contract amount in local currency] _____</p>	<p>[insert total contract amount in NAD equivalent] _____</p>
<p>Employer's Name:</p>	<p>..... [insert full name]</p>		
<p>Address: Telephone/fax number E-mail:</p>	<p>..... [indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]</p>		

Form EXP – 4.2(a) (cont.)

[Specific] Sector Experience (cont.)

<p>Similar Contract No. <i>.....[insert number] of</i> <i>.....[number of similar contracts required]</i></p>	<p>Information</p>
<p>Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:</p>	
<p>1. Amount</p>	<p>..... <i>[insert amount in NAD in words and in figures]</i></p>
<p>2. Physical size</p>	<p>..... <i>[insert physical size of activities]</i></p>
<p>3. Complexity</p>	<p>..... <i>[insert description of complexity]</i></p>
<p>4. Methods/Technology</p>	<p>..... <i>[insert specific aspects of the methods/technology involved in the contract]</i></p>
<p>5. Other Characteristics</p>	<p>..... <i>[insert other characteristics as described in Section VI, Scope of Services]__</i></p>

Form EXP – 4.2(b)

Similar Experience in Key Activities

Applicant’s Legal Name:..... *[insert full name]*

Date:..... *[insert day, month, year]*

Applicant’s JV member Legal Name:..... *[insert full name]*

PDS No. and title:.....*[insert PDS number and title]*

Page.....*[insert page number]*..... of *[insert total number]* pages

All Specialist Subcontractors or Specialist Personnel for key activities must complete the information in this form.

1. Key Activity No One:.....
[insert brief description of the Activity, emphasizing its specificity]

	Information		
Contract Identification <i>[insert contract name and number, if applicable]</i>		
Award date <i>[insert day, month, year, e.g., 15 June, 2015]</i>		
Completion date <i>[insert day, month, year, e.g., 03 October, 2017]</i>		
Role in Contract <i>[check the appropriate box]</i>	Contractor <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount <i>[insert total contract amount in local currency]</i>	 <i>[insert total contract amount in NAD equivalent]</i>
If party in a JV, specify participation of total contract amount	<i>[insert a percentage amount]</i> _____	<i>[insert total contract amount in local currency]</i> _____	<i>[insert total contract amount in NAD equivalent]</i> _____

	Information
Employer's Name:[<i>insert full name</i>]
Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number <i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail: <i>[insert e-mail address, if available]</i>

Form EXP – 4.2(b) (cont.)

Similar Experience in Key Activities (cont.)

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
 <i>[insert response to inquiry indicated in left column]</i>

Form EXP - 4.2(c)

Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Applicant, and each member of a Joint Venture]

Applicant's Name: _____

Date: _____

Applicant's JV Member Name: _____

PDS No. and title: _____

Page _____ of _____ pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount			NAD	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____

3. Key Requirement no 3 in accordance with 4.2 (c): _____

...

Form PER – 5.1(a)

Personnel Capabilities for Specialist Subcontracting or Key Staff

[Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 5.1. This form should be used for Key Staff as well as for Specialist Subcontractor Personnel]

Name of Candidate’s Employer (i.e., Applicant, joint venture, or key subcontracting firm)

1.	Title of position*
	Name of prime candidate
	Name of alternate candidate
2.	Title of position*
	Name of prime candidate
	Name of alternate candidate

Form PER – 5.1(b)

Key Staff or Specialist Personnel Candidate Summary

[Applicants should demonstrate how each of the candidates listed in Form PER 5.1(a) are qualified to meet the specified requirements stated for each position pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 5.1. One form should be filled out for each prime and alternative candidate proposed. This form should be used for Key Staff as well as for Specialist Subcontractor Personnel.]

Name of Candidate’s Employer (i.e., Applicant, joint venture, or key subcontracting firm)

Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate Information	Name of Candidate		Date of Birth
	Professional qualifications		
Present Employment	Name of Employer		
	Address of Employer		
	Telephone		Contact (manager/personnel officer)
	Fax		Telex
	Job title of candidate		Years with present employer

[Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.]

From	To	Company/Project/Position/Relevant technical and management experience and contact information for client (including telephone, fax and email)

PART 2 – Service Requirements

Section V– Scope of Services

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Schedule A: Background and Objectives

1. Background

The Katima Farm-Liselo Irrigation Project is a Government owned Project situated in Zambezi Region, north-western part of Namibia, close to the Zambezi River. Katima Farm-Liselo Project is located on the outskirts of the town of Katima Mulilo close to the border between Namibia and Zambia. The Project has a total area of approximately 2500ha virgin land (not previously developed), of which 1600 ha is earmarked for irrigation purposes. Once developed, the project will comprises of the commercial section (1000ha), medium scale farmers (300ha) and small scale farmers (300ha).

The project area has been fenced off but most of the sections of the fence are vandalized and approximately 1600ha has been de-bushed. However, there is regrowth in most areas. Due to budgetary constraints, the envisaged development could not be implemented. It is against this background that a private investor is required to take over the development of the farm through build, operate and transfer model to develop the land to its full capacity. The activities of the project will involve-

- The irrigation development of a total area of approximately 1,600 ha which can be used to produce cereal and horticultural crops on the build, operate and transfer model. The investor is expected to farm on the commercial section of the farm.
 - Provision of ploughing services and inputs on cost recovery basis to small and medium scale farmers by the private developer.
 - Construction of farm and associated infrastructure comprising of small and medium scale farmers' houses, technical staff, assistant managers' and managers' houses, grain storage facilities, farm office, nethouses, farm store warehouses, workshop and access roads.
-

2. Objectives

The Project ultimate objectives are that of the Green Schemes Policy which are:

- To increase agriculture production and sector contribution to GDP,
- To promote investment in food production and agro-industry,
- To mobilize private and public capital for investment in agriculture,
- To promote food security at national and household levels,
- To diversify agricultural production and products for the domestic and export markets,
- To promote research and adaptation of technology to increase productivity,
- To promote value addition and job creation and,
- To promote skills development and transfer of technology.

Schedule B: Services

Services	Dependencies
<ul style="list-style-type: none"> ▪ Develop the entire 1600ha Irrigation Infrastructures ▪ Lease of the Farm through BOT model for a determined period of time and transfer it back to Government; ▪ Pay a monthly lease fee to Government proportional to the agreed lease period; ▪ General Management of the Farm including Farm Infrastructure in line with the Green Scheme Policy ▪ Procurement of Farming Equipment ▪ Developing Maintenance Plans ▪ Managing Electrical Network ▪ Managing Irrigation Installations ▪ Introduce Marketing Strategies ▪ Provision of Services to Small and Medium Scale Farmers on Cost Recovery Basis 	<p>Government Decision</p> <p>Lease Agreement</p> <p>Lease Agreement</p> <p>Lease Agreement</p> <p>Capital costs</p> <p>Lease Agreement</p> <p>Government Decision</p>

Schedule C: Knowledge Transfer and Training

Know-how and systems to be transferred

The investor would be required to train and prepare attaché for taker over at the end of the lease period of the investor.

Software, systems and manuals to be left at the end of the Contract

All software and mechanical systems and all operation manuals.

Training program required

The Applicant should demonstrate the training that will be offered to the technical personnel of the Ministry during the design, build and construction and operation of the farm.

Schedule D: Performance Targets

Performance Targets	Periods				
	Year 1	Year 2	Year 3	Year 4	Year 5
Development of 1600-ha Irrigation Infrastructures and Associated Infrastructures(River and Booster Pumpstation, Bulk Pipeline and Electrical Network	400 ha	400 ha	400 ha	400 ha	-
Development of Building Infrastructures (Farm Buildings, Office Block, Grain Storage Facilities, Equipment and Fertilizers Warehouse, Vegetables handling Facilities)	20%	40%	60%	80%	100%
Procurement of Tractors and Farm Machinery	30%	40%	50%	90%	100%
No. of HA reserved for Production of Cereals for all seasons (maize and wheat)	0 ha	350 ha	700 ha	1000 ha	1200 ha
No. of HA Under reserved for Horticultural Production	0 ha	50 ha	100 ha	200 ha	400 ha
No. of HA Under Dryland Production	100 ha	150 ha	200 ha	300 ha	400 ha
Installation of Solar Power Plant	10%	20%	40%	50%	100%
Onsite Value Addition	0%	0%	30%	60%	100%
Market Accessibility Mechanisms	100%	100%	100%	100%	100%
Payment of Lease Fees	0	100%	100%	100%	100%

Schedule E: Contractor's Personnel

Key management Staff required for the contract

- 1) EPC Project Manager
- 2) Farm Manager
- 3) Quality & Marketing Manager
- 4) Environmental & Social Specialist

Schedule F: Major Activities Schedule

The private investor is expected to finance the operation, repairs and complete the development of 1600 ha and bring the farm to full production under irrigation. Below is the snap shot of major activities to be carried out by the investor:

<i>Work Description</i>	<i>Estimated cost (NAD)</i>
Debushing and Fencing of the Project Area	30 913 437-50
Construction of Civil Works (river and booster pumpstation earthwork, concrete work, grain storage facilities, implement and fertilizer warehouse, cool room, small and medium scale farmers houses,	83 166 295-13
Construction of Mechanical and Electrical Works (river and booster pumps, pipe works, electrical and control system)	81 730 755-27
Construction of Power Supply (substation, transformers, underground and overhead power lines and metering systems)	40 842 342-00
Construction of Irrigation Infrastructures (irrigation system such as center pivots, drip, micro sprinklers & pipeline distribution Network)	188 548 250-00
Procurement of Tractors, Farm Machinery, Motor Vehicles and Office Equipments	44 468 954-90
Onsite value Addition	-
Market Accessibility Mechanisms	-
Payment of Lease Fees Per Month	-

Schedule G: Environmental and Social (ES) Requirement

Introduction

It is a requirement of the Government of the Republic of Namibia that Environmental and Social Management Plan (ESMP) be compiled as a directive for the mitigation and management measures to be implemented during the development and operation phases of any Green Scheme Project. The ESMP is intended to bridge the gap between the Environmental and Social Impact Assessment (ESIA) and the implementation of the project, particularly with regard to implementing the mitigation measures recommended in the ESIA. Monitoring, auditing and taking corrective actions during operation and construction are crucial interventions to successful implementation of the ESMP.

ESMP implementation is a cyclical process that converts mitigation measures into actions and through cyclical monitoring, auditing, review and corrective action, ensures conformance with stated ESMP aims and objectives. Through monitoring and auditing, feedback for continual improvement in environmental performance must be provided and corrective action taken to ensure that the ESMP remains effective.

The private investor is compelled to implement an environment and social management plan (ESMP) during all phases of the lease period in accordance with the Environmental **Management Act 7 of 2007**. Copies of the ESMP shall be kept at the farm and must be distributed to all senior contract personnel. All senior personnel shall be required to familiarise themselves with the contents of the document.

Component of the ESMP

ESMP is applicable at all stages of the lease period. The ESMP document should be regularly updated to reflect new information and must be adjusted for other phases of the project. These plans are as follows:

	Construction Phase	Operational Phase	Decommissioning Phase
HIV/Aids Awareness Plan	✓	✓	✓
Emergency and Contingency Response Plan	✓	✓	
Heritage Management Plan	✓	✓	
Management and Restoration Plan		✓	✓
River abstraction rules	✓	✓	✓
Land use		✓	✓
Wildlife – human conflict	✓	✓	✓

Schedule H: Drawing

