

## **EXPRESSION OF INTEREST (EOI)**

**(Issued in terms of Section 21 of the Public Procurement Act 15 of 2015)**

### **EXPRESSIONS OF INTEREST FOR THE PROCUREMENT OF A PROJECTS PLANNING AND IMPLEMENTATION FOR ROADS CONTRACTOR COMPANY (RCC)**

**Procurement Reference No: SC/EOI/RCC-06/2025/26**

<b>B I D D E R ' S N A M E :</b>	
<b>C O N T A C T D E T A I L S :</b>	<b>C O N T A C T   P E R S O N :</b>
	<b>T E L L :</b>
	<b>E M A I L :</b>
<b>D E S C R I P T I O N  O F   S E R V I C E S</b>	<b>EXPRESSIONS OF INTEREST FOR THE PROCUREMENT OF A PROJECT PLANNING &amp; IMPLEMENTATION CONSULTING FIRM FOR ROADS CONTRACTOR COMPANY (RCC)</b>

**CLOSING DATE: FRIDAY 06 MARCH 2026 @10H00 AM**

**Board of Directors:** Dr L. Namoloh (Chairperson), Mr. S Nikodemus (Director)

Ms. L. Kazetjikuria (Director), Mr. R.N Mbala (Director)

Interim Chief Executive Officer: Mr. D. Nelumbu

Registration Number 2000/107

# **NOTICE TO BIDDERS**

- **Please take note to initial all pages of the bidding document and initial all the supporting documents including company profiles, brochures, Failure to do so will result in disqualification of the bidder.**
- **Take note to sign all relevant pages as stipulated in the bidding document.**
- **Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatures.**
- **Please take note to submit One (1) original and One (1) copy together with supporting documents.**

**Letter of Invitation**

**28 January 2026**

**SC/EOI/RCC-06/2025/26**

**Closing date: Friday, 06 March 2026, 10h00 AM**

Dear Sir/madam

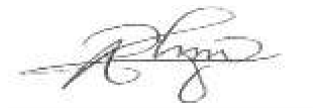
**Expressions of Interest for the Procurement of a Project Planning and Implementation Consultancy for Roads Contractor Company (RCC)**

Roads Contractor Company (RCC) invites you to submit your interest for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed in writing to Roads Contractor Company's email address: [Amon.Shangano@rcc.com.na](mailto:Amon.Shangano@rcc.com.na) or [pmu@rcc.com.na](mailto:pmu@rcc.com.na)

Yours faithfully,



**Mr. Amon Shangano**  
**Procurement Management Unit**

## 1. Introduction

The Roads Contractor Company (RCC) was established in 1999, through the Act of Parliament, the Roads Contractor Company Act (Act 14 of 1999), hereby referred to as the “RCC Act,” with a mandate to undertake roads construction or maintenance and related business. Subject to the other provisions of this Act, the object of the Company is to undertake work relating to the construction or maintenance of roads or any other construction works in accordance with sound and generally accepted business principles.

## 2. Objective of the Assignment

This expression is therefore aimed at appointing a Project Planning and Implementation Consulting firm to help RCC to plan, execute, and deliver projects successfully. The Project Consultant outlines the specific responsibilities, expected deliverables, and project timelines to ensure successful project implementations and profitability.

The successful bidder(s) will be contracted to plan and implement a scope of RCC project(s) under number 3 below.

## 3. Scope of the Assignment

- **Assessing Projects Viability:**
- **Project Planning:** Define project scope, objectives, and deliverables. Develop detailed project plans, timelines, and milestones. Allocate resources and estimate costs.
- **Stakeholder Management:** Communicate with clients and stakeholders to gather requirements. Provide regular updates on project progress. Manage expectations and resolve conflicts.
- **Risk Management:** Identify potential risks and develop mitigation strategies. Monitor for issues throughout the project lifecycle. Ensure compliance with relevant regulations or standards.
- **Execution and Oversight:** Coordinate with internal teams and external vendors. Monitor project progress to ensure deadlines and budgets are met. Ensure quality standards are maintained.
- **Performance Evaluation and Reporting:** Track key performance indicators (KPIs). Prepare and present status reports, dashboards, and final project documentation. Conduct post-project evaluations to identify lessons learned.
- **Advisory and Strategic Input:** Recommend tools, methodologies, and best practices. Help improve overall project management processes within the organization.

#### **4. Reporting and coordination**

The Project planning and implementation Consulting firm will be expected to collaborate with RCC's Operations, Procurement & Finance departments as well as the Office of the CEO. Once listed, detailed terms of references will be shared with RCC pool of experts for specific services and only at this point are detailed proposals expected from the shortlisted candidates.

#### **5. Eligibility criteria**

Interested organizations should submit information demonstrating their relevant qualifications and experience in providing project consultancy services. The shortlisting criteria for eligible consultants are outlined below, and candidates will be evaluated base on the set criteria.

RCC therefore invites Project Consulting firms to express their interest by providing information that demonstrates their qualifications and experiences to execute assignments as outlined in point 3 (scope of the assignment). Applications are eligible to either individuals, companies or consulting firms.

Expressions of Interest should include, as a minimum:

<b>Section A: Company</b>	<b>Company:</b> <ul style="list-style-type: none"><li>a) Company name, year and country of incorporation.</li><li>b) Locations of offices and other facilities.</li><li>c) Contact information</li><li>d) Previous Completed Projects (experience)</li><li>e) Local representation/support offices (if any)</li></ul>
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**Section B: Eligibility  
Criteria (Mandatory)**

- a) Have a certified copy of Incorporation/Company Registration/MOU of Partnership or Joint Venture or equivalent, where applicable.
- b) Have an original valid good standing Tax Certificate, or certified copy of original by the Namibian Police or Commissioner of Oaths.
- c) Have an original valid good Standing Social Security Certificate; or certified copy of original by the Namibian Police or Commissioner of Oaths.
- d) Have a valid 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, or certified copy of original by the Namibian Police or Commissioner of Oaths.

**Section C: Eligibility  
Criteria (Capacity &  
Experience)**

Interested firms should express their interest by providing information/documents in support of their competence, ability and suitability as follows:

The consulting team must comprise the following professionals, each with 5-10 years of experience

- a) Minimum degree in Civil Engineering,
- b) Registered with Engineering Council of Namibia
- c) Experience in project planning and implementation
- d) Roads Construction Experience – Minimum single project value of N\$30million in the last 5 years.
- e) Industrial Development Expertise
- f) Minimum of five (5) years of experience in Project Management.
- g) Excellent written and verbal communication skills (English).
- h) A working experience in the state-owned institutions would be an added advantage.

Interested firm must provide sufficient evidence to demonstrate the above requirements / in support of the above requirements, for RCC to conduct a proper evaluation. This includes but is not limited to the following:

- a) A written proposal that demonstrates capability and experience to provide RCC with the required



	<p>project consulting services. The proposal should include:</p> <ul style="list-style-type: none"> <li>i Written capability statement of not more than 8 pages.</li> <li>ii Abridged CVs of a maximum of 5 key personnel.</li> </ul> <p>b) Proof of three (3) relevant and similar consultancy services provided. Proof shall be submitted in the form of reference letters and certificates of completion of the work done outlining the client, duration of assignment and exact scope of deliverables.</p> <p>The firm may express interest in association with other firm(s).</p>
<b>Section D: Client Lists</b>	<p>a) List of major clients.</p>

This EOI is published for the purpose of selecting one (1) or more project planning and implementation consulting firms for RCC.

The firm is expected to submit a full technical proposal and financial proposal for project planning and implementation. Taking part in this process does not commit or bind RCC in accepting any proposal. The EOI process may be cancelled at any given time without prejudice.

## 6. Submission Guidelines

**Closing Date: 06 March 2026 at 10h00 AM (Namibian Time)**

**Submissions must be delivered to:**

**Bid Box – The Roads Contractor Company**

**15 Marien Ngouabi Street,**

**Eros**

**Windhoek**

Late submissions will not be accepted. Expressions of Interests submitted via email will not be considered.

## BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(1)(b) and 37(5))

Date: .....

Procurement Ref No.: .....

To: .....

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**

**Witten undertaking in terms of section 138 of the Labour Act, 11 of 2007 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, 11 of 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.*