



SASSCAL REGIONAL SECRETARIAT

Southern African Science Service Centre for Climate Change and Adaptive Land Management

REQUEST FOR PROPOSALS

ARCHITECTURAL DESIGN, BILL OF QUANTITIES AND PROJECT MANAGEMENT SERVICES

**DÉCOR HOUSE RENOVATION (MAIN BUILDING) AND RESEARCH LABORATORY DEVELOPMENT WINDHOEK,
NAMIBIA**

RFP Reference:	RFP-SASSCAL-DECOR-2026
Title:	Architectural Design, BOQ and Project Management — Main Building (Décor House) and Research Laboratory
Issue Date:	22 July 2026
Compulsory Site Viewing:	Tuesday, 28 July 2026 09:00 – 12:00 (NST) 25 Dr West Külz Street, Windhoek
Proposal Closing Date:	Friday, 7 August 2026 at 17:00 (Namibia Standard Time)
Language:	English
Enquiries:	Clive M. Mulumba, Director of Administration & Finance clive.mulumba@sasscal.org procurement@sasscal.org No later than 31 July 2026
Submissions:	tenders@sasscal.org (electronic only — see Section 8)

SASSCAL is committed to a transparent, competitive and fair procurement process in accordance with its Procurement Policy (August 2025) and applicable Namibian legislation.

1. BACKGROUND

The Southern African Science Service Centre for Climate Change and Adaptive Land Management (SASSCAL) is a joint intergovernmental initiative of Angola, Botswana, Namibia, South Africa, Zambia, and Germany. SASSCAL's mission is to strengthen regional scientific capacity to generate and apply knowledge products and services for climate change adaptation and sustainable land management across Southern Africa.

SASSCAL has acquired a three-storey office building — known as Décor House, located at 25 Dr West Külz Street, Windhoek — to accommodate the Regional Secretariat and the Namibia National Node. The building (2,161 m²) is currently partitioned into 37 office spaces, 3 boardrooms, a server room, a basement with 23 parking bays, and 24 surface bays. Although structurally suitable, the building requires renovation and reconfiguration to reflect SASSCAL's brand, mandate, and operational requirements.

In addition to the office renovation, SASSCAL will develop a state-of-the-art Research Laboratory (275.40 m²) as a strategic investment to strengthen regional capacity in climate science, water quality analysis, soil science, and botanical research.

This Request for Proposals (RFP) invites submissions from suitably qualified and registered architectural firms to provide professional design, documentation, and supervision services for both components, as detailed herein.

2. PURPOSE OF THE REQUEST FOR PROPOSAL

SASSCAL seeks to appoint a single registered architectural firm to provide the following three categories:

1. Architectural Design — Produce full architectural design drawings, detailed specifications, and construction documents for Package 1 (Main Building) and Package 2 (Research Laboratory), sufficient to enable SASSCAL to tender separately for construction works.
2. Bill of Quantities and Tender Documentation — Prepare a comprehensive, priced Bill of Quantities (BOQ) for each package and compile a complete tender documentation set to support SASSCAL's subsequent construction procurement process.
3. Project Management and Site Supervision — Provide professional site supervision and project management services throughout the construction phase, including oversight of the appointed construction firm, quality assurance, construction programme monitoring, and technical progress reporting to SASSCAL.

The purpose of this RFP is to request firms to submit technical and financial proposals demonstrating their understanding of the assignment, proposed methodology, implementation approach and indicative costs of the professional services, refer to section 6.

3. SCOPE OF SERVICES

3.1 Package 1 — Main Building (Décor House Renovation)

The Décor House renovation encompasses all three floors (total 2,161 m²) and includes:

- Provide fit for purpose modern office design with eco-friendly glass partitioning systems and aluminium doors across all floors.
- Reconfiguration of office layouts to accommodate Regional Secretariat departments (floors 1 and 2) and the Namibia National Node (floor 1, right wing).
- Floor 3 development: auditorium (capacity 100) with interpretation facility, cafeteria, library, and ablution facilities.
- Central HVAC (heating, ventilation and air conditioning) ducting and split units across all floors.
- Electrical systems upgrade, including lighting fixtures, supply and installation.
- Plumbing upgrade and new multi-stall restroom facilities on all floors.
- Fire hydrant and safety systems installation.
- Server room and IT infrastructure cabling.
- Solar photovoltaic system acquisition and installation.
- Signage, branding, and finishes (tiles, painting, carpets) throughout.
- Parking area design, shade nets and demarcation.

3.2 Package 2 — Research Laboratory

The Research Laboratory (275.40 m²) is a specialist fitout comprising:

- Wet and dry laboratory spaces for soil analysis, plant material and nutritional analysis, and water quality and chemical analysis.
- Specialist laboratory infrastructure: biosafety cabinets, fume extraction, gas installations, emergency showers, hydraulic systems, and fire suppression.
- Hygienic suspended ceilings compliant with ISO/IEC 17025:2017 laboratory standards.
- Controlled environmental conditions (climate control, humidity management).
- Electrical systems including laboratory-grade lighting and IT/telecommunications infrastructure.
- Plumbing, waste management, and water treatment systems.
- Researcher workstations, laboratory benches, and administrative office fitout (4 offices).
- Signage, branding, and specialist finishes.

3.3 Project Management and Site Supervision

The appointed firm shall serve as Principal Agent throughout the construction phase and shall:

- Review and certify contractor works in accordance with approved drawings and specifications; issue instructions to the appointed construction firm.
- Conduct regular site inspections (minimum weekly) and prepare inspection reports for SASSCAL.

- Monitor construction progress against the agreed programme and technical delivery milestones, and provide SASSCAL with the data required to track expenditure against approved budget allocations. Note: financial decision-making and cost management remain the responsibility of SASSCAL; the firm's role is to supply the technical progress information that enables SASSCAL to make informed decisions.
- Administer the construction contract, including processing of variation orders subject to SASSCAL's prior written approval.
- Conduct practical completion inspections and issue completion certificates.
- Manage the defects liability period and confirm rectification of all identified defects.
- Compile and submit as-built drawings and a comprehensive project handover pack upon completion.

4. DELIVERABLES AND TIME SCHEDULE

SASSCAL requires an accelerated design and documentation programme to enable early commencement of construction procurement. The following key deliverables and target timelines apply from the date of contract award. Proposing firms must demonstrate in their Technical Proposal that they have the capacity to meet these timelines.

No.	Deliverable	Package	Target from Award
1	Pre-Design Site Survey and Building Assessment	Both packages	Within 3 days
2	Concept and Schematic Design Drawings (for SASSCAL approval)	Both packages	Within 1 week
3	Detailed Construction Drawings and Specifications	Both packages	Within 2 weeks
4	Bill of Quantities (BOQ)	Both packages	Within 3 weeks
5	Statutory Building Plan Submission to City of Windhoek	Both packages	Within 3 weeks
6	Complete Tender Documentation Package for Construction Procurement	Both packages	Within 3 weeks
7	Construction Phase Progress Reports	Both packages	Per agreed contract schedule
8	Practical Completion Certificate	Package 1 — Main Building	On construction completion

No.	Deliverable	Package	Target from Award
9	As-Built Drawings and Handover Pack	Package 1 — Main Building	Within 2 weeks of completion
10	Practical Completion Certificate	Package 2 — Research Laboratory	On construction completion
11	As-Built Drawings and Handover Pack	Package 2 — Research Laboratory	Within 2 weeks of completion

** Concept drawing approval by SASSCAL is a prerequisite before proceeding to detailed design. Approval of the statutory building plan submission is subject to the City of Windhoek's review timeline, which is outside the appointed firm's control. The architect is responsible for submitting plans within the period specified; construction tender documentation may proceed while CoW review is pending.*

5. FIRM AND TEAM REQUIREMENTS

5.1 Mandatory Requirements (Pass/Fail)

Proposals that do not demonstrate compliance with all requirements listed below will be disqualified without further evaluation:

- Statutory registration: The lead architect must be currently registered with the Namibia Council of Architects, Quantity Surveyors and Technologists (NCAQT) or the relevant statutory body governing built environment professions in Namibia. A valid practising certificate must be attached.
- Professional Indemnity insurance: Current Professional Indemnity insurance cover. A valid certificate of insurance must be submitted with the proposal.
- Tax compliance: Valid tax clearance certificate issued by the Namibia Revenue Agency (NamRA).
- Employer references: At least two (2) employer references from clients for whom the firm has completed comparable institutional renovation or fitout projects. Reference letters or completion certificates must be enclosed.
- BOQ experience: At least one (1) reference demonstrating successful Bill of Quantities preparation for a comparable construction project.
- Laboratory or specialist/similar works fitout experience: At least one previous project involving specialist scientific or laboratory design and fitout, completed within the last seven (7) years.
- Declaration of Undertaking: A signed Annexure C must be submitted confirming no conflicts of interest with SASSCAL personnel, Board, or related parties.

5.2 Minimum Track Record

- Minimum three (3) years of active practice as a registered architectural firm in Namibia.
- At least three (3) completed institutional or commercial renovation projects, with a combined construction value exceeding NAD 15,000,000, completed within the last seven (7) years. Supporting completion certificates or employer reference letters are required.
- Demonstrated experience in construction contract administration and site supervision.

5.3 Proposed Team

The firm must name and commit the following key personnel for this assignment:

- Lead Architect — currently registered with NCAQT, minimum 5 years' post-registration experience, with demonstrated experience on comparable institutional renovation projects.
- Project Manager / Contract Administrator — minimum 3 years' experience in construction project management and contract administration.
- Quantity Surveyor — registered with NCAQT or equivalent body, responsible for BOQ preparation and cost reporting.

CVs for all key personnel must be submitted using the format in Annexure B. Key personnel may not be substituted after contract award without SASSCAL's prior written consent.

5.4 Namibian Regulatory Compliance

The firm shall ensure full compliance with all applicable Namibian legislation throughout the assignment, including: the Local Authorities Act No. 23 of 1992 and City of Windhoek building regulations (for statutory plan submissions); the Labour Act No. 11 of 2007; the Environmental Management Act No. 7 of 2007; the Occupational Health and Safety Act; and all hazardous materials handling requirements applicable to the laboratory component. For the Research Laboratory, proven experience in design of similar infrastructure is an added advantage.

6. PROPOSAL SUBMISSION REQUIREMENTS

6.1 Technical Proposal

The Technical Proposal shall be submitted as a separate PDF document. The proposal narrative shall not exceed five (5) A4 pages (Calibri 11, single-spaced). CVs, reference letters, completion certificates, statutory registration documents, and the work programme are excluded from this page count and must be presented as clearly labelled annexures.

The Technical Proposal shall include:

- Company profile and statutory compliance documents (NCAQT certificate, PI insurance certificate, NamRA tax clearance).
- Critical analysis of this RFP's scope, timeline, and any observations on technical or programme risk.
- Proposed methodology and approach for each phase: site survey, concept design, detailed design, BOQ, statutory submissions, and site supervision.
- Work programme (Gantt or bar chart) showing all phases, key milestones, and deliverable dates relative to contract award.
- Portfolio of at least three (3) comparable completed projects, with employer references and completion certificates (minimum two references as required in Section 5.1).
- CVs for all key personnel (Annexure B format).
- Signed Declaration of Undertaking (Annexure C).

6.2 Financial Proposal

The Financial Proposal shall be submitted as a separate document, using the Excel template provided as Annexure A. Fees shall be quoted in Namibian Dollars (NAD), exclusive of VAT. VAT at the applicable rate shall be stated separately. Financial proposals shall be consistent with the prevailing minimum fee schedule applicable to registered architectural practitioners in Namibia.

Project management and site supervision services for each package shall be quoted as a single lump sum tied to the full lifecycle of the works, from construction commencement to handover and practical completion. Payment terms, including any milestone-based payment tranches, will be negotiated and documented in the contract with the successful firm.

- Financial proposals must remain valid for 90 days from the closing date.

6.3 Submission Format

Proposals shall be submitted in English as follows:

- File 1: RFP-SASSCAL-DECOR-2026_Technical_[Firm Name].pdf
- File 2: RFP-SASSCAL-DECOR-2026_Financial_[Firm Name].xlsx (Annexure A Excel template, completed)
- Both files attached to a single email; subject line: RFP-SASSCAL-DECOR-2026 | [Firm Name]

Proposals received as a single combined file, or submitted in any format other than specified above, will not be accepted.

7. EVALUATION AND SELECTION

7.1 Evaluation Process

Evaluation proceeds in two stages:

- Stage 1 — Mandatory compliance: proposals failing any requirement in Section 5.1 will be excluded from further evaluation.
- Stage 2 — Technical and financial scoring on a 70/30 basis. Proposals scoring below 49 of the available 70 technical points will not proceed to financial evaluation.

7.2 Technical Evaluation Criteria (70 Points)

Ref	Criterion	Pts	Sub-pts	Pass Mark
1	FIRM EXPERIENCE AND TRACK RECORD	30		21
1.1	Similar institutional renovation projects: scope, complexity, construction value, and completion		20	
1.2	Experience working in Namibia or Southern Africa, preferably in public/institutional sector		5	
1.3	Laboratory or specialist scientific facility design experience		5	
2	KEY PERSONNEL QUALIFICATIONS	25		17
2.1	Lead Architect: registration status, post-registration experience, comparable project portfolio		15	
2.2	Project Manager: construction management and contract administration experience		6	
2.3	Quantity Surveyor: registration and BOQ experience		4	
3	METHODOLOGY AND WORK PROGRAMME	15		10
3.1	Understanding of scope; quality and feasibility of proposed approach		8	
3.2	Realism and detail of proposed work programme; evidence of capacity for accelerated timeline		7	
	TOTAL	70		49

7.3 Financial Scoring (30 Points)

Financial proposals of technically qualifying firms will be scored as follows:

$$\text{Financial Score (PF)} = 30 \times (\text{Lowest compliant bid} \div \text{Firm's bid})$$

Arithmetic errors will be corrected. Incomplete line items will be included at the evaluator's reasonable estimate for comparison purposes.

7.4 Award

Combined score: $P = (\text{Firm's technical score} \div \text{Highest technical score} \times 70) + \text{PF}$. SASSCAL will recommend the highest-scoring compliant proposer for award. SASSCAL reserves the right to negotiate with the recommended firm on proposal elements before contract signature. The successful firm will be notified in writing. All other firms will be informed of the outcome.

8. SUBMISSION DETAILS

All proposals must be received by SASSCAL no later than:

Friday, 7 August 2026 at 17:00 (Namibia Standard Time)

Late proposals will not be accepted under any circumstances.

8.1 How to Submit

SASSCAL accepts electronic submissions only. Physical submissions will not be accepted. Submit both proposal files by email to:

tenders@sasscal.org

Email subject line: RFP-SASSCAL-DECOR-2026 | [Firm Name]. SASSCAL will acknowledge receipt within one business day. If you do not receive an acknowledgement, contact procurement@sasscal.org immediately. Large files may be submitted via a secure file-sharing link provided in the body of the email. Templates for the financial proposal and CV(Data sheet) are appended to this document below.

8.2 Compulsory Site Viewing

Attendance at the site viewing is encouraged, details below:

Date:	Tuesday, 28 July 2026
Time:	09:00 – 12:00 (Namibia Standard Time)
Location:	25 Dr West Külz Street, Windhoek (Décor House)
Registration:	Firms must register attendance by email to clive.mulumba@sasscal.org no later than Monday, 27 July 2026. An attendance register will be maintained.

8.3 Clarifications and Enquiries

All technical enquiries must be submitted in writing no later than Friday, 31 July 2026 to:

- clive.mulumba@sasscal.org — Director of Administration and Finance
- procurement@sasscal.org — SASSCAL Procurement

Responses to material clarifications will be circulated to all registered firms. No verbal clarifications will be binding on SASSCAL.

9. GENERAL CONDITIONS

- SASSCAL reserves the right to cancel this RFP at any stage without liability if the project is cancelled, no compliant proposal is received, or no proposal meets the minimum award criteria.
- SASSCAL is not obliged to accept the lowest-priced proposal.
- Sub-contracting of design or BOQ services is not permitted without SASSCAL's prior written consent.
- All proposals become the property of SASSCAL upon submission and will not be returned.
- The successful firm's Technical and Financial Proposals will form integral schedules to the contract.
- No work shall commence and no expenditure shall be incurred by the firm prior to signature of a written contract by both parties.
- All procurement records will be retained for a minimum of five (5) years in accordance with SASSCAL's Procurement Policy.
- SASSCAL maintains a zero-tolerance policy on bribery, fraud, and corruption. Any firm found to have offered or accepted any inducement in connection with this process will be immediately disqualified and reported to the relevant authorities.

	Annexure_A_Financial_Proposal
	Annexure_B_Key_Staff_Data_Sheet

ANNEXURE A: FINANCIAL PROPOSAL FORMAT

Note: A standalone Microsoft Excel template (Annexure A) is provided alongside this RFP and must be used for the Financial Proposal submission. The table below is included for reference only. All fees shall be quoted in Namibian Dollars (NAD), exclusive of VAT.

Service / Deliverable	Package	Fee (NAD excl. VAT)
Pre-Design Site Survey and Building Assessment	Both packages	
Architectural Design Drawings and Specifications	Package 1 — Main Building	
Bill of Quantities (BOQ)	Package 1 — Main Building	
Statutory Building Plan Submissions	Package 1 — Main Building	
Tender Documentation Package	Package 1 — Main Building	
Project Management and Site Supervision (lump sum)	Package 1 — Main Building	
Architectural Design Drawings and Specifications	Package 2 — Research Laboratory	
Bill of Quantities (BOQ)	Package 2 — Research Laboratory	
Statutory Building Plan Submissions	Package 2 — Research Laboratory	
Tender Documentation Package	Package 2 — Research Laboratory	
Project Management and Site Supervision (lump sum)	Package 2 — Research Laboratory	
Disbursements (printing, transport, communications)	Both packages	
SUB-TOTAL (excl. VAT)		
VAT (15%)		

Service / Deliverable	Package	Fee (NAD excl. VAT)
GRAND TOTAL (incl. VAT)		

Project Management and Site Supervision must be quoted as a single lump sum per package, covering the full construction lifecycle from commencement to practical completion and handover. Payment terms will be agreed at contract stage.

ANNEXURE B: KEY STAFF DATA SHEET

Note: A standalone Microsoft Word template (Annexure B) is provided alongside this RFP. Please use the standalone template. CVs shall not exceed four (4) A4 pages per person and must be attached.

Full Name:	
Role on this Assignment:	
Nationality:	
Professional Registration (body & number):	
Highest Qualification:	
Years of Post-Registration Experience:	
Employment Status with Firm:	
No. of Comparable Projects (with brief description):	
Namibian / Southern African Experience (Y / N):	
Languages (Rate: 1 = basic, 5 = fluent — R / S / W):	

ANNEXURE C: DECLARATION OF UNDERTAKING

To be signed by an authorised representative of the proposing firm. Signature date must fall on or after the RFP issue date (22 July 2026).

I/We, the undersigned, duly authorised to sign on behalf of [firm name], hereby declare that:

- The information provided in this proposal is accurate and complete to the best of our knowledge and belief.

- The firm has no conflict of interest with any SASSCAL staff member, Board member, Audit and Risk Committee member, or related party in connection with this assignment.
- The firm has not been debarred, suspended, or excluded from participation in procurement processes by any government authority or international organisation.
- No inducement, financial or otherwise, has been offered or given to any SASSCAL employee or agent in connection with this RFP.
- We accept the terms and conditions of this RFP and confirm that our proposal shall remain valid for ninety (90) days from the closing date.
- We confirm that the key personnel named in our Technical Proposal will be available for this assignment and will not be replaced without SASSCAL's prior written consent.

Full Name:		
Designation:	Signature:	Date:
Firm Name:	Firm Stamp / Seal:	