

BIDDERS' CLARIFICATION CIRCULAR

RFP-SASSCAL-DECOR-2026 | Architectural Design, BOQ and Project Management Services — Decor House Renovation and Research Laboratory

Reference:	SASSCAL/P&T/DECOR2026/ADD/01
Date of Issue:	3 August 2026
Issued to:	All Registered Bidders
Site Visit:	28 July 2026, 25 Dr. West Kulz Street, Windhoek
Submission Deadline:	7 August 2026 at 17:00 Namibia Standard Time (UTC+2)
Submissions:	tenders@sasscal.org (electronic only)
Enquiries:	procurement@sasscal.org

This document has been prepared in response to written clarification requests received from registered bidders following the mandatory site visit of 28 July 2026. Existing building and envisioned plans are attached to this Addendum and are also accessible on the SASSCAL website at <https://sasscal.org/tenders-eoi/>. Plans are provided in their current as-is condition without warranty; bidders must verify all dimensions and conditions by independent site inspection.

All queries have been consolidated and anonymised. This feedback constitutes the written response to all queries, the closing date of 7 August 2026 at 17:00 NST is confirmed.

A. PROFESSIONAL FEE BASIS AND FINANCIAL PROPOSAL

Q1: *Multiple bidders have requested confirmation of the meaning of the EUR 140,000 figure referenced at the site visit. What does this figure represent and how should professional fees be calculated?*

A1: At the site visit of 28 July 2026, an indicative professional services figure of EUR 140,000 (NAD 2,800,000 at the reference rate of NAD 20 per EUR 1) was disclosed equally to all firms present. Bidders are advised as follows:

(a) What this figure is: EUR 140,000 is provided as a common indicative baseline solely to enable comparable financial proposals. For the avoidance of doubt, it is not the construction budget, not a fixed or guaranteed fee, not a fee ceiling. SASSCAL will not adjudicate minimum fee compliance on behalf of any bidder. Bidders should submit the professional fee they independently determine to be appropriate including applicable percentage and compliant with all applicable requirements, irrespective of whether that amount exceeds or falls below the indicative baseline.

(b) Evaluation and negotiation: Final selection and the final professional services fee remain subject to SASSCAL's evaluation and subsequent negotiation with the preferred bidder prior to contract award. Each bidder remains solely responsible for determining its own professional fees and % fees and pricing methodology. Where a bidder's own fee calculation

results in an amount above or below the indicative baseline, the bidder should submit the fee it considers appropriate and compliant with all applicable professional obligations

Q2: *What exchange rate should be applied when converting NAD to EUR in the Financial Proposal?*

A2: Bidders should apply a reference rate of NAD 20 per EUR 1 for currency conversion in the Financial Proposal. All fees in Annexure A must be expressed in NAD. Where EUR equivalents are shown as a cross-reference, the NAD amounts govern.

Q3: *Must the Financial Proposal be itemised by discipline and by package, or is an all-inclusive lump sum acceptable?*

A3: The Financial Proposal (Annexure A) must be itemised. The following separate line items are required:

- Architectural services — Package 1 (NAD)
- Architectural services — Package 2 (NAD)
- Project management — both packages (NAD)
- Quantity surveying — both packages (NAD)
- Engineering sub-consultant services — aggregate (NAD)

Bidders are required to provide this itemisation. Failure to provide sufficient itemisation may render the Financial Proposal non-responsive and may affect evaluation.

Q4: *Should fees in the Financial Proposal be quoted inclusive or exclusive of VAT?*

A4: All fees must be quoted exclusive of VAT. Where a bidder is VAT-registered, the applicable VAT amount must be shown as a separate line item. SASSCAL will contract on the total all-inclusive amount (VAT included where applicable), which will represent the final amount payable.

Q5: *When and how will the existing building drawings be made available?*

A5: Existing building drawings and envisioned layouts for both packages are attached to this Addendum and are also accessible at <https://sasscal.org/tenders-eoi/>. Drawings are provided in their current as-is condition. SASSCAL makes no representation as to their accuracy, completeness, or currency. Bidders are responsible for verifying all dimensions and conditions by independent site inspection.

B. RESEARCH LABORATORY — SCOPE OF FIT-OUT

Q6: *Does the scope of Package 2 (Research Laboratory) include laboratory furniture, loose scientific equipment, and specialist apparatus? Will these be included in the construction contract and priced in the BOQ?*

A6: The construction contract and BOQ for Package 2 cover all fixed building-integrated laboratory infrastructure, including:

- Built-in laboratory benching and cabinetry integral to the building
- Mechanical services: HVAC, fume exhaust ductwork, laboratory gas pipework, plumbing, drainage
- Electrical distribution to laboratory circuits and equipment points
- Fire detection and suppression systems

Emergency eyewash and shower points

Other structural and services elements integral to the building fabric

Specialist scientific instruments, movable laboratory equipment, and laboratory consumables not integral to the building fabric fall outside the scope of this contract. These items will be subject to a separate SASSCAL procurement process and are not to be included in the BOQ.

Q7: *Will SASSCAL provide engineering performance specifications for the laboratory, or is it the appointed team's responsibility to develop them?*

A7: Engineering performance specifications (HVAC load schedules, utility requirements, electrical load schedules, laboratory safety classifications) will be developed by the appointed professional team in collaboration with SASSCAL management. SASSCAL will provide input on operational requirements, occupancy, safety classification, and reference equipment data. Bidders should allow for an initial briefing and requirements workshop with SASSCAL management as part of their scope.

C. ENGINEERING SERVICES

Q8: *Is the lead firm expected to provide full engineering design (electrical, mechanical, HVAC, fire, and specialist laboratory services) in-house, or may these be delivered by sub-consultants?*

A8: The appointed lead firm carries full professional responsibility for engineering design across all disciplines — electrical installation, HVAC and mechanical services, fire detection and suppression, plumbing and drainage, and specialist laboratory services. This obligation may be fulfilled in-house or via named, qualified, and registered engineering sub-consultants. The lead firm's coordination responsibility for all engineering disciplines is a standard service under GN 250/1998 Schedule A, para 2(2), and the lead firm remains professionally responsible regardless of the delivery model.

Q9: *Must named engineers be listed as key personnel or sub-consultants in the Technical Proposal?*

A9: Yes. All engineering professionals who will contribute to the project — whether employed by the lead firm or engaged as sub-consultants — must be named in the Technical Proposal. Each named engineer must provide their NEC (Namibia Engineers Council) or equivalent statutory registration number, a brief CV, and relevant project references. Post-award substitution of named personnel without SASSCAL's prior written consent is not permitted under the contract.

Q10: *Does Section 9 (Sub-contracting) of the RFP require SASSCAL's prior written consent before engaging engineering sub-consultants who are already named in the bid?*

A10: Section 9 governs sub-contracting arrangements that arise after contract award. Engineering sub-consultants who are named and evaluated as part of the bid submission form part of the proposal as submitted; their engagement upon contract award does not require a separate Section 9 consent application. However, any post-submission change to named sub-consultants, or engagement of additional sub-consultants not identified in the Technical Proposal, requires SASSCAL's prior written consent. Bidders should be comprehensive in naming all engineering team members at bid stage.

Q11: *Does the Bill of Materials cover all mechanical, electrical, and specialist laboratory installations, or only architectural and civil elements?*

A11: The BOQ prepared by the appointed quantity surveyor must comprehensively price all construction works across all elements, including mechanical and electrical installation, HVAC

systems, fire protection, laboratory utility services, built-in laboratory infrastructure, and all specialist building services. A BOQ limited to civil and architectural items only is non-compliant with the scope of services required under this RFP. Although specialist laboratory equipment will be procured separately, the design and BOQ must make provision for the building services, utilities, loads, connections and accommodation necessary for the intended equipment identified by SASSCAL

Q12: *Must engineering sub-consultant fees be included in the total fees quoted in Annexure A?*

A12: Yes. Annexure A must be all-inclusive and must incorporate all engineering sub-consultant fees. Engineering fees must be shown as a separate aggregate line item the Annexure A total represents the all-inclusive professional fee that SASSCAL will contract on with the lead firm.

D. PROFESSIONAL TEAM STRUCTURE AND ROLES

Q13: *Is the Principal Agent role separate from the Project Manager role, or may the same individual fulfil both?*

A13: The Principal Agent and Project Manager roles may be held by the same individual, provided that person holds the requisite professional registration and demonstrates relevant experience for both functions per RFP Section 5.3. The bid must clearly state whether roles are combined or separate and provide supporting CVs and registration documentation. Where SASSCAL determines that a proposed role combination may compromise the independence or effectiveness of project oversight, the proposal may be evaluated as non-responsive to the personnel requirements of the RFP.

Q14: *May one individual hold more than one key personnel role within the team?*

A14: One individual may hold more than one listed role provided they hold all required registrations and qualifications for each role and demonstrate sufficient capacity. An individual may not serve in a capacity that requires them to independently oversee or certify their own professional output.

Q15: *Are consortium or joint venture bids acceptable?*

A15: Yes. Bids may be submitted by a single entity or by a consortium or joint venture. All members must be identified in the bid, with a lead firm designated as the legally responsible contracting party. Each member must submit the required compliance documentation individually — professional registration (NIPA/NCAQS/NEC as applicable), NamRA Good Standing Certificate, and Professional Indemnity insurance.

Q16: *May a quantity surveyor or QS firm appear as a sub-consultant on more than one competing bid for this RFP?*

A16: No. A quantity surveyor or QS firm may participate in only one bid submission for RFP-SASSCAL-DECOR-2026, whether as a lead firm or sub-consultant. To avoid conflicts of interest, a quantity surveyor or QS firm should be identified in only one bid submission.

Q17: *Does the mandatory laboratory or research facility design experience requirement apply to the lead architectural firm specifically, or may it be met by a named specialist in the team?*

A17: The laboratory or research facility design experience requirement may be met by any named member of the proposed team, including a specialist sub-consultant, provided that specialist is

clearly identified in the Technical Proposal with verifiable project references and relevant credentials. The lead architectural firm is not required to have independently completed a laboratory project if a qualified specialist with demonstrated laboratory design experience is committed and named in the proposal.

Q18: *Who is responsible for appointing and managing engineering sub-consultants — the lead firm or SASSCAL?*

A18: The lead firm is responsible for appointing and managing all engineering sub-consultants as part of the professional team under this contract. SASSCAL contracts solely with the lead firm. All engineering sub-consultants must be named in the Technical Proposal and their work coordinated and certified under the lead firm's professional responsibility.

E. COMPLIANCE DOCUMENTATION

Q19: *Must Professional Indemnity (PI) insurance extend to sub-consultants, or is lead firm PI cover sufficient?*

A19: The lead firm must hold valid PI insurance at the minimum level specified in the RFP. All named professional sub-consultants are required to hold PI insurance appropriate to their registration and discipline. Proof of PI cover for all named professionals must be submitted per RFP Section 6.1. SASSCAL may request evidence of sub-consultant PI cover prior to contract execution.

Q20: *Is a NamRA Good Standing Certificate acceptable in lieu of the prescribed tax clearance document?*

A20: Yes. A valid NamRA Good Standing Certificate issued within 12 months of the submission date is acceptable as evidence of tax compliance. Where the certificate cannot be obtained before the closing date due to administrative processing delays, a Good Standing Certificate may be submitted with the understanding that the required current document must be provided before contract execution.

F. SITE VISIT

Q21: *Was the mandatory site visit attendance requirement fulfilled by one representative, or was the full team required to attend?*

A21: One representative per firm was sufficient to fulfil the mandatory site visit attendance requirement. The attendance register was maintained at the site visit of 28 July 2026. Firms wishing to confirm their attendance record may direct a written request to procurement@sasscal.org.

G. CLOSING DATE AND SUBMISSION

The closing date and time for submission of proposals is:

7 August 2026 at 17:00 Namibia Standard Time (UTC+2)

Proposals must be submitted electronically to tenders@sasscal.org. The email subject line must read: BID SUBMISSION — RFP-SASSCAL-DECOR-2026 — [Firm Name]. Proposals received after the closing time will not be considered.

All bidders are requested to acknowledge receipt of this Addendum by return email to procurement@sasscal.org.

Issued by SASSCAL Procurement Office — 3 August 2026

procurement@sasscal.org | tenders@sasscal.org | www.sasscal.org
