



**RFLAUN**

Retirement Fund for Local Authorities  
and Utility Services in Namibia

Tel: 061-423 700 | Fax: 061-423 701 | email: [info@rflaun.com.na](mailto:info@rflaun.com.na) | P.O. Box 29001, Mail Centre, Windhoek | 1 Delius Street, Windhoek

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

**EXPRESSION OF INTEREST FOR THE PROJECT MANAGEMENT SERVICES TO DEVELOP AND MANAGE THE FACILITATION OF TENDERING AND APPOINTMENT OF SUITABLE CONSORTIUM TURNKEY DEVELOPMENT TEAM.**

**EOI NUMBER 02/2026**

**CLOSING DATE: TUESDAY, 20 OCTOBER 2026 AT 17H00**

Project Management Services for the Retirement Fund for Local Authorities and Utility Services in Namibia (RFLAUN).

The submission must be sealed in an envelope clearly marked "Professional Services – RFLAUN Turnkey Project" and must be hand delivered to:

**Delivery Address:** RFLAUN  
Reception  
1-3 Delius Street  
Windhoek West  
WINDHOEK

**Issue date:** Friday, 21 August 2026

**Closing date:** Tuesday, 20 October 2026 at 17h00

## 1. INTRODUCTION

The Retirement Fund for Local Authorities and Utility Services in Namibia (RFLAUN) invites Interested Individuals from suitably qualified and experienced professional consultants to render the project management services for the development of the office-zoned erf 9073 measuring approximately 2711m<sup>2</sup> including the existing infrastructure.

The vacant space measuring 1171 m<sup>2</sup> has been consolidated with an existing developed office property and forms part of RFLAUN's strategic property development plans. The proposed development will be blended with the existing office infrastructure to maximize the utilization and value of the consolidated property.

## 2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to engage a professional consultant with the requisite expertise to act on behalf of and develop, as well as manage the facilitation of tendering and appointing a suitable consortium (Turnkey Development Team) to manage the proposed project development.

## 3. INVITATION FOR THE EXPRESSION OF INTEREST

This EOI is an invitation for applicants. Interested applicants are invited to demonstrate their capabilities and experience that align with the set requirements. Applicants are expected to examine all instructions, specification and other information in the EOI document. Failure to furnish any information required by the EOI document or to submit a proposal substantially responsive to the EOI document in every respect will be the applicant's risk and shall result in the rejection of its proposal. The procedure and terms & conditions for submission of proposals are enumerated in this EOI. RFLAUN requires that applicants that are participating observe the highest standards of ethics.

## 4. SCOPE OF SERVICES

The successful applicant will be expected to provide, inter alia, the following services:

1. Review the property (site visit), planning and development information
2. Engage with RFLAUN to understand the project objectives and development requirements.



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3. Develop a procurement strategy for the proposed development.
4. Prepare a comprehensive Request for Proposal (RFP) document inviting submissions from consortia with proven skills, credentials, qualifications, track record, management capabilities, specifically for turnkey development team.
5. Draft bid specifications and technical requirements.
6. Develop bidder qualification criteria.
7. Prepare evaluation methodologies and scoring criteria.
8. Draft contractual requirements for inclusion in the bid documentation.
9. Identify project risks and recommend appropriate mitigation measures.
10. Provide professional advice during the procurement/bid process, where required.
11. Be the representative of the Client and manage the full development of the project until completion.

## **5. EOI REQUIREMENTS**

Interested applicants should demonstrate expertise and proven experience in preparing bid documents for a comprehensive experience in bidding and project management that incorporate multidisciplinary teams such as but not limited to the following:

- Leadership & Project Management
- Design & Architecture
- Quantity Surveying;
- Engineering Disciplines
- Site & Compliance
- Construction Execution
- Construction Procurement;
- Other related professional disciplines relevant to the assignment.

## **6. MINIMUM QUALIFICATIONS AND EXPERIENCE**

Interested applicants, as well as the key member/project lead, should provide evidence of:

- Minimum a Bachelor's or B-Tech degree in Quantity Surveying
- Members of the applicant firm should be registered with their recognized statutory or professional bodies in Namibia.
- The applicant firm should also be registered with their recognized statutory or professional bodies



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- Professional certification with a recognised project management body (PMP or similar certification) will be required and must be valid.
- A minimum of five (15) years' experience in similar assignments.
- Proven experience in preparing RFPs, bid documentation and procurement strategies for property development or construction projects within the Build-Design (Turnkey) delivery method.

## **7. SUBMISSION REQUIREMENTS**

Applicants are required to submit the following information:

### **7.1 DOCUMENTS TO BE PROVIDED**

- 7.1.1 Certified Copy of the certificate of registration
- 7.1.2 Original or Certified Certificate of Good Standing from the Social Security Commission of Namibia
- 7.1.3 Original or Certified Certificate of Good Standing from Namibia Revenue Authority (NAMRA)
- 7.1.4 Certified Copy of Affirmative Action Certificate from the Ministry of Labour
- 7.1.5 Certified Copy of Proof of Public Liability Insurance

### **7.2 PARTICULARS OF APPLICANT**

- 7.2.1 Name of Company and Namibian Registration number;
- 7.2.2 Date of incorporation in Namibia;
- 7.2.3 Physical Street Address;
- 7.2.4 Name(s) and details of Directors/shareholders;
- 7.2.5 Names of Directors who are Namibian citizens;
- 7.2.6 Total number of Employees;

### **7.3 PROFESSIONAL EXPERIENCE**

- 7.3.1 Details of similar assignments undertaken within the last 10 years.
- 7.3.2 Details of similar assignments undertaken with a value over N\$ 50 Million.
- 7.3.3 Five (5) Reference letters of similar projects, including client names, scorecards by clients and contactable details.

### **7.3 KEY PERSONNEL**

- 7.4.1 Curriculum Vitae of proposed team members.
- 7.4.2 Certified qualifications and professional registrations.

### **7.5 METHODOLOGY**

- 7.5.1 Proposed approach and methodology for undertaking the assignment.
- 7.5.2 Indicative work programme and timelines.

### **7.6 FINANCIAL PROPOSAL**

- 7.6.1 Proposed fee structure and pricing schedule.



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## 8. EVALUATION CRITERIA

Submissions will be evaluated based on:

| Criteria                                        | Weighting |
|-------------------------------------------------|-----------|
| Relevant Experience                             | 20%       |
| Qualifications and Professional Registration    | 10%       |
| Understanding of the Assignment and Methodology | 40%       |
| Capacity and Key Personnel                      | 20%       |
| Financial Proposal                              | 10%       |

## 8. SUBMISSION OF EXPRESSIONS OF INTEREST

Interested consultants are invited to submit their Expressions of Interest no later than:

**Closing Date:** 20 October 2026

**Closing Time:** 17h00

## 9. DELIVERY ADDRESS:

RFLAUN Reception

1 Delius Street

Windhoek West, WINDHOEK

## 10. DISCLAIMER

- 10.1 RFLAUN reserves the right to accept or reject any Expression of Interest received, to request additional information from applicants.
- 10.2 Submission of an Expression of Interest shall not create any obligation on the part of RFLAUN to appoint any applicants.
- 10.3 All materials submitted in response to this EOI shall become the property of RFLAUN and will not be returned.
- 10.4 RFLAUN shall not be obliged to provide any reason or enter any dialogue with any applicant not selected and or removed from facilitating the service.
- 10.5 The RFLAUN does not bind itself to accept the lowest or any other bid.

## 11. ENQUIRIES

All enquiries regarding this Expression of Interest should be directed to:

Ms Susanna Horaes

[Susana.Horaes@rflaun.com.na](mailto:Susana.Horaes@rflaun.com.na)

Telephone number: +264 61 423 700/707