



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

**PROVISION OF AN EXTERNAL AUDITOR FOR THE ENVIRONMENTAL INVESTMENT
FUND OF NAMIBIA (EIF)**

Procurement No: SC/RP/ EIF-08/2022

Bidder Name:

Postal Address:

Telephone No:

Cell No.:

Contact Person:

E-Mail Address:

**Client: Environmental Investment Fund of Namibia (EIF),
Physical Address: 8933 Heinizburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,
P O Box 28157,
Auas Valley,
Windhoek,
Tel: +264 61 431 7700,**

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

Subject: Provision of an External Auditor for the Environmental Investment Fund of Namibia

1. You are hereby invited to submit technical and financial proposals for the Provision of an External Auditor under the Finance and Administration Department of the Environmental Investment Fund of Namibia (EIF) which could form the basis for future negotiations and ultimately, a contract between you and EIF.
2. The purpose of this assignment is to:
 - (a) Identify a suitable auditor to render the said services, on behalf of EIF during the period indicated in the ToR.
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information and mandatory documents for Auditors.
 - (b) a sample format of the Service Contract under which the service will be performed
4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit (dhamukwaya@eif.org.na OR jelagon@eif.org.na). Request for clarifications should be received 5 days prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Auditors are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.
6. **Eligibility**
 - (a) A Auditor 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 and thereafter shall be disqualified.

- (b) Proposals from Auditors appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Auditors should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Submission of Proposals

The proposals from the Auditors shall be submitted in two separate envelopes with the following parts:

- Part A: Requirements in terms of section 50 (1) of the Public Procurement Act, 2015 and as those stipulated in the Supplementary information and Mandatory documents for Auditors.
- Part B: Technical Proposals
- Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: **Wednesday, 18 January 2023 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00.**

Please take note: EIF will not accept proposals forwarded via electronic mail.

8. Deciding Award of Contract

Part	Evaluation Process	Pass Rate
Part: A	Compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. Any bid found non-compliant to this section will be excluded from the competition and will not be evaluated further.	100%
Part: B	Technical Evaluation will be out of a possible score of 70	50 marks
Part: C	Financial Evaluation will be out of a possible score of 30	
Part: D	Total Evaluation will be out of a possible score of 100	70 Marks

Qualification and experience of the Auditors shall be considered as the paramount requirement. This is however subjected to 100% compliance with the requirements required in terms of section 50(1) of the Public Procurement Act,

2015. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for financial proposals. Proposals from Auditors should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those Auditors scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Auditor scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Auditor and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

9. Rights for Public Entity

- (a) Please note that the EIF is not bound to select any of the Auditors' submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

10. Duration of Assignment

The detailed schedule will be discussed with the successful Auditor prior to the commencement of the assignment. The estimated duration, however, is up to **three financial years** to undertake the assignment.

11. Validity of Proposal

You are requested to hold your proposal valid for ninety (120) days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Environmental Investment Fund of Namibia will make its best efforts to finalize the agreement within this period.

12. Commencement date of Assignment

Assuming that the contracting process be satisfactorily concluded within 30 days, you will be expected to take up/commence with the assignment as soon as possible.

13. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia.

14. Insurance

The Auditor shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

15. Conformation of Invitation to submit proposal

We should appreciate if you would inform us by hand delivery:

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven (7) working days and
- (b) further indicate whether or not you will be submitting the proposal.

16. The EIF would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

D.H. Hamukwaya
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary information and mandatory documents for Auditors.

Annexure 3: Draft contract under which service will be perform

TERMS OF REFERENCE

PROVISION OF EXTERNAL AUDIT SERVICES- 3 YEAR CONTRACT

1. Introduction

The Environmental Investment Fund of Namibia (hereafter “The Fund”) is a state-owned enterprise that was established by an Act of Parliament, Environmental Investment Fund of Namibia Act, 2001 (Act No. 13 of 2001). The Fund was established with the primary purpose of raising financial resources for direct investment in environmental protection and natural resource management activities and projects that support the sustainable economic development of Namibia. The ultimate goal is to improve the quality of life by reducing the possibilities for pursuing activities that degrade Namibia’s fragile environment and waste its natural resources.

The objectives of the Fund are to:

- Mobilise funds from international donors for the maintenance of an endowment fund that will generate a permanent stream of income; and
- Mobilise funds within Namibia on an annual basis from conservation fees and levies.

2. Background

Various Acts, policies and procedures requires The Fund to be present audited financial statements on an annual basis. The purpose of the RFP will be to invite audit firms to submit proposals to provide for external audit services to The Fund.

The term of the contract will be for three years, commencing with the 2022/2023 fiscal year.

3. Description of services

3.1 Prepare an independent audit reports and management letter having a format and content consistence with IFRS for SME and the Accreditation Master Agreement (AMA) with the Green Climate Fund.

3.2. Discuss the independent audits reports and management letter with The Fund management and Audit, Finance and Risk Committee.

4. Location of service

Location where services will be provided is 8933 Heinitzburg Heights, Cnr of Heinitzburg and Burg Street, Klein Windhoek, Windhoek, Namibia

5. Period of contract

The period of the contract will be 3 years, starting 01 April 2023 till 31 March 2026 and subject to renewal depending on performance of the auditor and by discretion of the EIF.

6. Qualification Criteria

The following qualification criteria will apply.

- 6.1 Ten years' experience in auditing Public-Sector more especially the State-Owned Enterprises.
- 6.2 Experience in project and fund sectors will be an added advantage.

7. Preferences

Preference will be given to entities incorporated in Namibia with no less than 51 percent equity that is owned by Namibian citizens of which no less than 30 percent is owned by previously disadvantaged persons as per section 29 (b) of the Public Procurement Act,2015.

In order to promote the empowerment of women, as provided for in Article 23(3) of the Namibian Constitution, The Fund shall give priority to such groups and primarily to women who were socially, economically or educationally disadvantaged by past discriminatory laws or practices over any other category of previously disadvantaged persons.

8. Company Profile and staffing

A company policy should accompany your expression of interest. Curriculum Vitae of staff who will be available for the assignment should be included in the proposal submission.

9. Associating firms

In the case of associations between two or more firms, the name, address and profile of the participating firm and nature of the association such as joint venture, or subcontract agreement.

10. Identification of lead firm

Lead Auditor should be clearly identifiable and disclosed in the proposal.

11. Number of copies and proposals submission

Two numbers of hard copies (copy and original) should be submitted to the following address:

The Environmental Investment Fund

Procurement Management Unit

Attention: David Hamukwaya

8933 Heinitzburg Heights c/o Heinitzburg & Burg Street Klein Windhoek

P.O. Box 28157, Auas Valley, Windhoek, Namibia

Tel: 061 432 7745

Email: dhamukwaya@eif.org.na

web: www.eif.com.na

12. Timelines

Bid Invitation date	09 December 2022
Bid Submission date	18 January 2023
Due date for clarification	06 January 2023
Bid Evaluation dates	23-24 January 2023
Award of Contract	10 February 2023
Contract Commencement date	01 April 2023

Evaluation Criteria

Stage 1: Eligibility and Legal Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Namibian Police of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA; in the case of private or public companies, Form CM2, CM2A, CM2C and CM29; in the case of close corporations CC1 (the founding statement or amended founding statement where applicable)		
2.	Certified copies of Identification Documents (IDs) of the shareholders or members of the Trustee as certified by the Namibian Police.		
3.	A valid original Good Standing Tax Certificate from the Receiver of Revenue (NamRA);		
4.	A valid original Good Standing Certificate from Social Security Commission;		
5.	A valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
6.	A duly completed and signed Bid Securing Declaration form		
7.	A duly completed and signed - An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable if it is awarded the contract or part thereof		
OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE			

Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	Specific experience of the consultants relevant to the assignment	20
2	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
	Technical approach and methodology	20
	Work Plan	15
	Organization and staffing	15
3	Key professional staff qualifications and competences for the assignment	
	Team Leader and senior management	30
	OVERALL TECHNICAL SCORE	100

Total Technical Score:

The weight Score for Technical Evaluation will be calculated according to the following formula:

$$\text{Total Technical Score} = \text{Technical Documentation Evaluation Score} \times 0.7$$

Bidder	Technical Documentation Evaluation (Score × 0.7)	Total Technical Score

Bidders obtaining more than 70% of the Total Technical Score shall qualify for the financial evaluation.

Stage 3: FINANCIAL EVALUATION

3.1 Financial Bid Price Proposal Score

The Financial Bid Price Score will be calculated for each bidder in accordance with the following formula:

The formula for determining financial Bid Price Proposal scores is the following:

$$F_s = 100 \times F_m / F,$$

in which F_s is the financial score,

F_m = is the lowest price proposal and

F = the price of the proposal under consideration.

$$\frac{\text{the lowest price proposal} \times 100}{\text{the price of the proposal of each bidder}}$$

Bidder	Bid Price (From lowest to highest)	Financial Score

3.2 Match Funding Score

The applicant will have to indicate and prove that they are able to contribute at least a minimum of 10% of own contribution towards the credit line facility.

The Match Funding Score will be calculated for each bidder in accordance with the following formula:

The formula for determining the Match Funding scores is the following:

$$F_s = 100 \times F / F_m,$$

in which F_s is the Match Funding score,

F_m = is the match funding proposal and

F = the highest match funding proposal offered by the financial intermediary under consideration.

$$\frac{\text{the match funding proposal} \times 100}{\text{the highest match funding proposal}}$$

Bidder	Match Funding Amount (N\$) (From highest to lowest)	Match Funding Score

3.3 Total Financial Score:

The weight Score for Financial Evaluation will be calculated according to the following formula:

$$\text{Total Financial Score} = \text{Financial Bid Price Score} \times 0.7 + \text{Match Funding Score} \times 0.3$$

Bidder	Financial Bid Price Score (Score × 0.7)	Match Funding Score (Score × 0.3)	Total Financial Score

4. TOTAL SCORE AND FINAL RANKING BIDS:

Calculation of Bid Total Score

The Total Bid Score, B_s , will be calculated using weighting factors applied to the financial score and the technical score. The formula for B_s is:

$$B_s = 0.7 \times T_s + 0.3 \times F_s, \text{ where}$$

B_s = the Bid Total Score

T_s = the Technical Score

F_s = the Financial Score

Bidder	Technical (Score × 0.7)	Financial (score × 0.3)	Total Bid Score	Rank

SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR AUDITORS

Proposals

1. Proposals should include the following information which will form part of the bid evaluation for this service:

(a) Requirements in terms of section 50 (1) of the Public Procurement Act, 2015 and as those stipulated in the Supplementary information and Mandatory documents for Auditors.

- (i) Company Registration Documents
- (ii) A valid Good Standing with the Receiver of Revenue- NamRA.
- (iii) A valid Good Standing with the Social Security Commission.
- (iv) 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.
- (vi) Must submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.

(a) Technical Proposals

- (i) Curriculum Vitae of Auditor (Form F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last 5 years (Form F-3).
- (iii) A description of the manner in which the Auditor would plan to execute the work.

(b) Financial Proposals

- (i) The financial proposals should be given in the form of summary of Contract estimate (Form F- 4) or formal quotation indicating all cost breakdown.
- (ii) The proposals shall be submitted in one original and one copy of the original.

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the Auditor and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Auditor's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.
2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

BID SUBMISSION FORM

From: _____

To: _____

Hiring of Recruitment Consulting Services for [Provision of Legal Consultancy Services]

I/We _____ herewith enclose Technical and Financial Proposals for selection as Auditor for the *[name of public entity]*.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR AUDITOR

Name of Auditor : _____
Profession : _____
Date of Birth : _____
Nationality : _____
Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employer's references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: *Day/Month/Year*

.....
[Signature of Auditor]

Full name of Auditor: _____

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

1. Outline of recent experience on assignments of similar nature:

Sl. No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof.
(Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

Auditor Name Total Cost	Monthly Rate (in currency) currency)	Working Months (in
_____	_____	_____
		Sub-Total (Remuneration) _____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room Charge	Subsistence	Total	Days
	_____	_____	_____	_____
(b) Air fare	_____			
(c) Lump Sum Miscellaneous Expenses ⁴ :	_____			
	Sub-Total (Out-of-Pocket)			_____
	Contingency Charges:			_____
	Total Estimate:			_____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified
² Reimbursable at cost with supporting documents/receipts unless otherwise specified.
³ Per Diem is fixed per calendar day and need not be supported by receipts.
⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.