



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

**CONSULTANCY SERVICES FOR REVISING & UPDATING OF EIF'S ICT
POLICY AND INTEGRATING CYBER RISK PREVENTION MEASURES**

Procurement No: SC/RP/ EIF-04/2023

Name of Bidder		
E-mail Address		
Postal Address		
Contact Phone Number	Work:	Mobile:
Contact Person		

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

Initials _____

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

Date: 08 March 2023

Subject: CONSULTANCY SERVICES FOR REVISING & UPDATING OF EIF'S ICT POLICY AND INTEGRATING CYBER RISK PREVENTION MEASURES

1. You are hereby invited to submit technical and financial proposals for the provision of consultancy services under the Office of the CEO in 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 consultant 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 consultants.
 - (c) 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.
Consultants 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.

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6. Eligibility

- (a) A Consultant 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 Consultants 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) Consultants 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 Consultants 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 consultants.
- Part B: Technical Proposals
- Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: **Friday, 07 April 2023 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00pm and the bid opening session will be held at 12H15 same day in the EIF Boardroom.**

Please take note: EIF will not accept proposals forwarded via electronic mail and no late submissions will be accepted.

8. Deciding Award of Contract

Qualification and experience of the Consultants 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 100 marks for Technical Proposals and 100 marks for financial proposals. Proposals from Consultants should score at least 70 marks for the Technical Proposals to be retained for further consideration.

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Only those Consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant 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 consultants' 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 consultant prior to the commencement of the assignment. The estimated duration, however, is up to **40 days' worth of effort** spread over a period of three months to undertake the assignment.

11. Validity of Proposal

You are requested to hold your proposal valid for ninety (180) 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 in April 2023, you will be expected to take up/commence with the assignment in May 2023.

13. Tax Liability

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

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14. Insurance

The Consultant 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 consultants.

Annexure 3: Draft contract under which service will be performed.

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NOTICE TO BIDDERS

1. Please take note to initial pages as per the responsiveness criteria checklist of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.
2. Take note to sign all relevant pages as stipulated in the standard bidding document.
3. Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatures.
4. Take note to duly fill in all forms, sign and/or stamp as required.
5. Take note that no copies of scanned or copies of certified copies for original documents will be accepted.

No.	SECTION OF SBD	REQUIREMENT	YES/NO	SIGNATURE
1	Bidding Document	Have you initialed all pages of the bidding document? MANDATORY		
2	Labour Act Compliance Form	Have you completed, initialed and signed this form? MANDATORY		
3	Form F-1 Bid Submission	Have you completed, initialed and signed this form? MANDATORY		
4	Form F-2 CVs	Have you submitted and initialed all pages of each CV? MANDATORY		
5	Consent Letter for use of CV	Have you submitted and initialed all Consent Letter for each CV submitted? MANDATORY		
6	Form F-3 Assignments of similar nature	Have you submitted and initialed all reference letters as required? MANDATORY		
7	Form F-4 Cost Estimate of Services	Have you initialed all pages of the cost estimates submitted? MANDATORY		
8	Soft copy of Technical Proposal in a USB	Have you submitted the soft copy of technical proposals in the USB? MANDATORY		

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TERMS OF REFERENCE

Consulting Services for Revising & Updating of EIF’s ICT Policy and Integrating Cyber Risk Prevention Measures

1. Introduction

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection and natural resource management activities and projects, which support the sustainable economic development of Namibia. The EIF is not just a fund for financing "conservation activities". It pursues a broader investment portfolio by providing economic opportunities and a stake in the use of natural resources to the poorest sectors of society. The ultimate goal is to improve the quality of life and the economic wellbeing of this sector, thereby reducing the possibilities of them pursuing activities that degrade Namibia's fragile environment and waste its natural resources.

Following approval by the Board of Directors, the EIF is embarking on a new strategic trajectory and is seeking to introduce several measures to facilitate the development of the institution. These include: the prudent and efficient operations of the information and communication technology infrastructure, introducing best practices with regards to ICT practices, the establishment of sustainable financing mechanisms, and a review of the current ICT policy. To date the EIF invested extensively into the function and operations of its ICT infrastructure.

The Fund now seeks a consultant to revise and update the current Information and Communication Technology policy taking into consideration growth of the organization in terms of new organisational ICT infrastructure and new staffing and changes for the fund. At the same time, and in order to meet the new demands to manage and develop a contemporary ICT policy that is able to meet the ever-changing ICT needs of the fund. The updated ICT policy will ensure aid and strengthen the capacity of highly qualified workforce, and move towards a world class organization with enhanced effectiveness and efficiency through competent and world-renowned ICT infrastructure.

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2. Background

The Environmental Investment Fund (EIF), in its endeavour to deliver excellent fund and sustainable branding seeks the services of a reputable and capable consultant or individual to render services to the Fund, GCF Funded projects and all projects management at the Environmental Investment Fund of Namibia.

EIF's Communication and Corporate Services continues to grow with additional responsibilities and with the arrival of new programmes and projects, thus this requires the fund to better position and improve its ICT infrastructure. EIF Communication and Corporate Services is gradually growing into an engine room for delivering the EIF's services to the Namibian public as prescribed by the EIF Act. The EIF ICT sub-unit is focused in helping in the implementation of streamlining operations and in through this process, this department is transforming itself into the face of the EIF by being the first point of call for those seeking to access EIF's services. As the Fund grows, it is required that its services grow too and its ability to provide such services is of the outmost important.

The fund's vision for ICT is one of integrated and shared deployment and use, which enables the funds workforce to engage with citizens and deliver efficient and effective services on a national, regional and local basis. There is recognition that an effective ICT team is key to enabling efficient public service reform, delivering significant savings and supporting better outcomes.

By transforming the ICT services, the EIF signifies its commitment to delivering corporate change and efficiency and there is a clear recognition that ICT are an essential element in making it happen. Our structure needs to support; both the delivery of day-to-day services and provide focus on supporting those Business Transformation activities, allowing ICT to be at the forefront of change.

The view that an ICT Team is all about technology and just being a support service is no longer valid. It is recognised that the skill sets required for ICT will change and become more focused on organisational change, programme/project management, information management, collaboration and strategic commissioning.

Given all of this there is a need for the ICT service to modernise. The new structure needs to provide opportunities for innovation and focus on the delivery of a proactive service. It is however still essential that the current level of customer satisfaction with our operational support needs to remain as a paramount aim for the delivery of ICT Services.

We need to strengthen our leadership, accountability and strategic engagement with all Services. Across the EIF the ICT team need to be viewed as a Service that provides a valuable contribution and is a key asset to the EIF.

This review will look at numerous elements such as technology, applications, service management, governance, school provision, national agendas, information management and finance. The findings from this work will be incorporated into the proposed structure design.

The proposals for the changes to the structure of ICT that affect all employees within the EIF.

The service provider will render service to the EIF and all its projects. The service provider will be reporting under the guidance of the Manager for Corporate Communications under the Communication and Corporate Services division within the Office of the Chief Executive Officer.

3. Objectives of this Consultancy and Scope of Work

The main objective is to review, revise and update the current ICT policy with user friendly ICT management policies that responds to ever growing and evolving ICT resource market inclusive of development forms, templates and procedures.

The Fund desires an ICT Policy that meet the needs of a world class standards.

The ICT consultant will be responsible for providing technical and administrative support to the Communications and IT unit to support the planning and implementation of ICT policy. This includes working with the team to deliver strong, dynamic and cutting-edge infrastructure support about the EIF's work.

The consultant will work under the supervision of the Manger: Corporate Communications, and in close collaboration with the Office of the CEO and with the rest of the Communications and Corporate Service's team.

They will be responsible for amongst others:

- The review is initiated to examine the policy and regulatory frameworks that apply to the Integrated ICT Policy Framework for the EIF. The EIF has set itself to develop a state-of-the-art Integrated ICT Policy within the 2023/2024 financial year.

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- Advice on the policy goals and strategies for ICT Research and Development, applications development promotion, human capital development, Investment in ICT market for growth and development.
- Look into trends for digitizing EIF to increase ICT uptake and usage.
- Look at building cost effective IT and Cyber Security Strategies for appropriate protection, governance, performances and compliance.
- Shall review existing cyber security standards and effectiveness thereof and advise on the business cybersecurity governance framework.
- Shall review the EIF's ICT current policy and regulatory framework in the ICT sector with a view to make recommendations on:
 - a. the appropriate ICT policy and regulatory framework that supports the growth and development of the country;
 - b. ways to achieve the desired ICT policy and regulatory framework, including its implementation options and timeframes where possible;
 - c. the potential impact of reform options on industry, consumers and the community;
 - d. the development and maintenance of diverse, innovative, efficient and effective ICT market that operates within a competitive environment and in the best interest of the EIF staff, stakeholders, beneficiaries and customers;
 - e. To liaise with key stakeholders and agencies to ensure that their views are taken into account in the review and development of the EIF ICT policy;

4. Support by the Fund towards the ICT Policy Review Consultant

There will be extensive collaboration between the consultant/designated service provider and the Fund with regard to developing the conceptual note to accompany the texts for the ICT policy review.

The consultant is expected to assist the team with ideas for best review methodology based on information and guidance from the Fund. The Department of Communications and ICT will provide ICT policy research support and secretariat services.

The Consultant or individual must be a designated expert in the field of ICT who the Fund will engaged from time to time.

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Working under the direct supervision of the Manager for Corporate Communications and the CEO, and with occasional inputs from the Executive Committee, the consultant(s) shall undertake specific tasks outlined below. The assignment will not necessarily be limited to these tasks:

- Undertake a thorough assessment of the working and work planning environment at EIF.
- Undertake review of Software and Logical assets of the EIF;
- Undertake a review of hardware and physical infrastructure.
- Study EIF's ICT Policy and all relevant policies and guidelines.
- Study various ICT policy and frameworks performance available on the market and identify/select at least 2 options for recommendation to EIF one or two options that best suits the EIF.
- Study best practice in the market (especially with comparable State-owned Entities - SOEs) for benchmarking purposes.
- Prepare and present a situational report to EIF Executive Committee (ExCo) outlining key finding – e.g., shortcomings, challenges and most suitable options for EIF.
- Capture EIF ExCo's inputs and secure ExCo's agreement on the proposed EIF ICT policy.
- Discuss with Executive Management (EXCO) and Communication and ICT division on the needs and concerns to revise the ICT Policy in line with the vision and mission of the Fund and of worldwide standards.
- To review the current ICT policy, forms, templates and procedures and draft the revised Human Resource policy accordingly. To add additional chapters in the ICT policy if need be.

- To assess Namibian ICT laws and standards and their relationship with the EIF ICT Policy.
- Discuss ICT Policy draft with staff and union to afford them an opportunity to address concerns and render possible change request as per ICT policy.
- Analyse and incorporate the inputs and requirements from the staff and union before presenting the draft to Finance, Audit and Risk Subcommittee.
- Present the draft policy to the Board of the Fund, if necessary.
- To train staff and coach EIF ICT team on new ICT Policy, its forms, templates and procedures.

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5. Key Deliverables

No	Deliverables	Timeline
1	Inception Report to include inter alia the detailed proposed methodology and a Work Implementation Plan	Within a week of signing the contract
2	First Progress Report to include: <ul style="list-style-type: none"> ☐ Review of current ICT Policy ☐ Initial Findings, Issues and proposed actions ☐ Discuss with Staff for their input 	Within 5 weeks of contract signature
3	Draft ICT and Integrating Cyber Security Prevention Measures Policy to include: <ul style="list-style-type: none"> • Recommended changes incorporated and presented to staff, management and EXCO team 	Within 8 weeks of contract signature
4	Power Point presentations to provide a brief implementation roadmap including induction sessions for senior management and ICT team.	Within 10 weeks of contract signature
5.	Training for management and staff on approved ICT and Cyber Security	Within 11 weeks of contract signature

The consultant will report to the Manager: Corporate Communication under the office of the Chief Executive Officer and is required to deliver the following:

- Project Inception Report, which shall consist of the detailed Work Plan to carry out ICT policy at the EIF;
- Comparative Report (Gap Analysis), analysing the current ICT performance and make recommendations for improved processes;
- Branding and Design Strengthening Recommendations Report, including all areas outlined in the scope of work and modified as per discussions;

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- Detailed Action and Implementation Plan;
- The key activities/tasks for this consultancy are to professionally prepare and deliver an ICT Governance and Operational Framework with associated practices, policies and organisational structure. At a minimum, the Consultant will prepare and execute the following:
 - Complete a comprehensive review and diagnostic analysis of the ICT systems and any existing ICT Governance framework;
 - Define the current state of ICT Governance and operational/ support structures within the EIF. Identify any existing policies/ processes/ practices ('pseudo governance') benefits or successes that could be built on, or shared, as well as any inconsistencies in policies/ processes/ practices.
 - Identify any organisational/ environmental/ cultural constraints as well as enablers to ICT Governance. Compare to 'state-of-the-art'/ global best practices;
 - Define, complete or develop an overall multi-level ICT architecture for the EIF, in line with accepted international standards and best practices;
 - Develop a detailed implementation plan and schedule, based on the developed overall ICT architecture for the possible standardisation and consolidation of the EIF's data centre, technologies and networks, with an aim to reducing or even eliminating duplications and unnecessary redundancies. This plan must take into consideration real perceived data ownership between the EIF's Divisions/Units. Pose recommendations, identify associated benefits, risks, critical success factors and costs;
 - Develop a practical and detailed ICT Governance framework and implementation plan/ schedule (a roadmap for improvement/ enhancement/ sustainability with all required activities (for people, policies, processes, technology/tools, with milestones clearly identified) for the EIF and its Divisions. Pose recommendations, identify associated benefits, risks, critical success factors and costs. This ICT Governance framework at a minimum, will:
 - Defines and justifies, any ICT policies, standards and processes under which the EIF needs to/should operate;
 - Provide for reviews of the measurement of ICT performance and the contribution of ICT to the business (i.e., delivery of promised business value);
 - Review IT Strategy and ensure it is aligned with business strategy.
 - Evaluate Management Reports on benefits delivered by IT projects (benefits realization)

6. Required Skills and Experience

The Fund requires the suitable consultant to:

- Be a Namibian Citizen
- Formal training in technology governance, risk and compliance professional;
- Professional certificate in Information is an asset;
- A Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Information Technology, Computer Engineering, Computer Networks/ Communications, Business informatics, or a related area from recognized institution(s);
- A professional certification (in ITIL /COBIT /Project Management) will be an added advantage.
- Minimum of 10 years of work experience in ICT environment and/or consulting experience in the area ICT governance;
- Five (5) years or more of ICT consulting experience, preferably to government ministries and agencies, as well as for international donor agencies or for ICT-based projects funded by these international donor agencies;
- Relevant/Appropriate Professional qualifications/certificates in the areas of: ITIL (Information Technology Infrastructure Library) Master, ITIL Expert, Certified in the Governance of Enterprise IT (CGEIT), Certified in Corporate Governance (CGOV), Certified Corporate Governance Professional (CGOVP), Governance, Risk Management and Compliance Professional, or related area from a recognised organization.
- Experience with the implementation and reviewing of ICT Policy;
- Experience in review of institutional network security mechanisms and recommending appropriate measures.
- Ability to drive teams in the field of Systems Engineering, Network and Security Management and Support Services
- Strong interpersonal, oral and written communications skills.
- Proficient in Microsoft office products (Word, Excel, PowerPoint)
- Provide a portfolio of evidence with at least three contactable references where the consultant undertook similar work in the past
- Ability to meet tight deadlines;
- Excellent organizational and planning skills
- Strong analytical skills, including legal analysis and report writing skills;
- Ability to work in a multicultural context;
- Excellent command of spoken and written English.

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7. Copyrights and Ownership

The consultant acknowledges that the printed corporate profile and related materials created during the production of the publication in reference remain the property of the Fund.

8. Duration

Level of Effort and Duration

The assignment will be spread over a period of 3 calendar months but the actual work will be limited to **40 days'** worth of effort.

Reporting/Recommendations

- The Consultant/s shall report regularly to the Manager Corporate Communications under the office of the Chief Executive Officer during the exercise;
- Final report detailing achievements, challenges and the next steps prepared and submitted at the end of each step.

Payment Schedule

Description	Due (%)
Acceptance of Inception Report	20%
Acceptance of the First Progress Report	20%
Acceptance of the Draft Final Report	20%
Completion of Training	20%
Acceptance of the Final Report	20%
Total	100%

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Evaluation Criteria

Stage 1: Eligibility and Legal Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Namibian Police or Commissioner of Oaths 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) or Public Accountant and Auditors Board Certificate		
2.	A valid original Good Standing/certified copy of Tax Certificate from the Receiver of Revenue (NamRA);		
3.	A valid original Good Standing certified copy of Certificate from Social Security Commission;		
4.	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;		
5.	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			

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 not be evaluated further.

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Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	<p>Company Profile:</p> <p>a. Company Description: <i>(A description of the company together with an overview of its service portfolio and current clients)</i></p>	10
2	<p>Methodology and Work plan:</p> <p>Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:</p> <p>a. Description of Technical Approach and Methodology (Refer to the methodology requirements). (10)</p> <p>b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time (15)</p>	25
3	<p>Overall Ability and Capability to Perform:</p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <p>a. Years of experience as indicated in the TOR under bulletin 6 (30 marks)</p> <p>b. References and testimonials letters undertaken in similar assignment from at least four previous organizational clients (20) (5 points per letter)</p>	50
4	<p>Profile of key staff members:</p> <p>Qualifications and competence of the staff for the assignment: The bidder must give an indication of the proposed team:</p> <p>a. Qualifications, Training, Education, and certifications of the firm's Human Capital to be involved in execution of the assignment with focus but not limited to consultancy team leader, head of operations, data recovery specialist, Business Development (5)</p> <p>b. Submit brief CV of each member (5)</p> <p>c. Team member must have a minimum of 5 years' relevant experience and understanding of the work required (5)</p>	15
OVERALL TECHNICAL SCORE		100

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

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Stage 3: FINANCIAL EVALUATION

1.1 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

Stage 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

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Labour Act Compliance Form



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 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:

Initials _____

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, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:

Please take note:

- 2. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 3. 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.*

SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR CONSULTANTS

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 consultants.

- (i) Company Registration Documents
- (ii) A valid Good Standing Certificate with the Receiver of Revenue- NamRA.
- (iii) A valid Good Standing Certificate 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 Consultant (Form F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last 3 years (Form F-3).
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which the Consultant 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.

The proposals shall be submitted in one original and one copy of the original.

The soft copy of technical proposals should be in a USB Clearly marked the name of your company.

Initials_____

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant'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.

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BID SUBMISSION FORM

From: _____

To: _____

**PROVISION OF CONSULTANCY SERVICES FOR CONSULTING SERVICES FOR
REVISING & UPDATING OF EIF'S ICT POLICY AND INTEGRATING CYBER RISK
PREVENTION MEASURES**

I/We _____ herewith enclose Technical and Financial Proposals for selection as consultant 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: _____

Initials _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant : _____
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 Consultant]

Full name of consultant: _____

Initials _____

Consent Letter for use of CV
(To be duplicated per CV submission)

Name, Surname
Postal Address
(Town/City)
(Country)

Email:
Cell:
Date:

The Environmental Investment Fund of Namibia
8933 Heinitzburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,
Windhoek
Namibia
Tel: +264 61 431 7700

TO WHOM IT MAY CONCERN

SUBJECT: SC/RP/EIF-04/2023: LETTER OF CONSENT TO USE MY CURRICULUM VITAE

- THE BID: CONSULTANCY SERVICES FOR REVISING & UPDATING OF EIF'S ICT POLICY AND INTEGRATING CYBER RISK PREVENTION MEASURES
-

I (***name & surname***) of Namibian Identity Number (***insert ID Number***) (also appended hereto) residing at (insert residential address); herewith give due consent to (***insert bidder's company name and company registration number***) to use my Curriculum Vitae for the sole purposes of bidding for the abovementioned bid.

Sincerely Yours

(Name and surname)

DATE

Initials _____

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.)

Initials _____

Cost Estimate of Services¹

Remuneration:

Consultant Name	Monthly Rate	Working Months
Total Cost	(In currency)	
	(In currency)	
_____	_____	_____
		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, portorage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

Initials _____