



## **PROCUREMENT MANAGEMENT UNIT**

### **REQUEST FOR PROPOSAL**

#### **FOR**

### **AGENCY TO RENDER RECRUITMENT SERVICES FOR THE IMPLEMENTATION AUTHORITY PROGRAMME (AIP) EXECUTIVE POSITIONS**

**Procurement No: SC/RP/ EIF-11/2023**

<b>Name of Bidder</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Contact Phone Number</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Contact Person</b>		

**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**

# Request for Proposal

## LETTER OF INVITATION

23 June 2023

Dear Sir/Madam

**Subject: Agency to render Recruitment Services for the Implementation Authority Programme (IAP) Executive Positions**

1. You are hereby invited to submit technical and financial proposals for the provision of an Agency to render Recruitment Services for the Implementation Authority Programme (IAP) Executive Positions 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 Agency to render the said services, on behalf of EIF and IAP 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 Agency.
  - (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](mailto:DHamukwaya@eif.org.na) OR [IMaharero@eif.org.na](mailto:IMaharero@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.  
Agencyare advised to consult the website of the Procurement Policy Office: [www.mof.gov.na/procurement-policy-unit](http://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 Agencythat 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 Agencyappearing 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) Agency 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 Agency shall be submitted in two separate envelopes with the following parts:

Part A: Mandatory documents and Technical Proposals  
Part B: Financial Proposals

The proposals must be deposited into the bid box on or before: **Friday, 21 July 2023 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00PM.**

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

## **8. Documents comprising the Bids**

The Bid submitted by the Bidder shall comprise the following:

(Required from Namibian bidders if applicable):

1. have a valid certified copy of company Registration Certificate
2. have an original valid good Standing Tax Certificate;
3. have an original valid good Standing Social Security Certificate;
4. have a valid certified copy of 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;
5. Certified ID copies of Directors/Shareholders of the company.

## **9. Deciding Award of Contract**

Only those Agency scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Agency scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Agency 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.

## **10. Rights for Public Entity**

- (a) Please note that the EIF and IAP are not bound to select any of the Agency' 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.

## **11. Duration of Assignment**

The Agency will work for a maximum period of three months from the date of signing the contract. The expected contractual start date is 08 August 2023 (subject to change).

## **12. Validity of Proposal**

You are requested to hold your proposal valid for one hundred and eighty (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.

## **13. Commencement date of Assignment**

Assuming that the contracting process be satisfactorily concluded within July 2023, you will be expected to take up/commence with the assignment in August 2023.

## **14. Tax Liability**

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

## **15. Insurance**

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

## **16. Confirmation 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.

17. 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 Agency.

## **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	<b>Bidding Document</b>	Have you initialed all pages of the bidding document? <b>MANDATORY</b>		
2	<b>Labour Act Compliance Form</b>	Have you completed, initialed and signed this form? <b>MANDATORY</b>		
3	<b>Form F-1 Bid Submission</b>	Have you completed, initialed and signed this form? <b>MANDATORY</b>		
4	<b>Form F-2 CVs</b>	Have you submitted and initialed all pages of each CV? <b>MANDATORY</b>		
5	<b>Form- F-3 Consent Letter for use of CV</b>	Have you submitted and initialed all Consent Letter for each CV submitted? <b>MANDATORY</b>		
6	<b>Form F-4 Assignments of similar nature</b>	Have you submitted and initialed all reference letters as required? <b>MANDATORY</b>		
7	<b>Form F-5 Cost Estimate of Services</b>	Have you initialed all pages of the cost estimates submitted in a separate envelope? <b>MANDATORY</b>		

**IMPLEMENTATION AUTHORITY OFFICE**

**TERMS OF REFERENCE**

**APPOINTMENT OF A RECRUITMENT AGENCY**

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JUNE 2023

## **1. Introduction**

Green hydrogen plays a crucial role in the global decarbonization effort because of its versatility and unique ability to connect power, gas, chemicals and fuel markets, especially in hard-to-abate sectors. Under a net-zero by 2050 scenario, global demand for hydrogen and its derivatives is expected to soar from an estimated 140 Mtpa of hydrogen equivalent in 2030 to 660 Mtpa in 2050. With its world-class renewable energy sources, Namibia is poised to help fill the anticipated global hydrogen demand-supply gap and lower the cost of the net-zero transition for many countries.

The Namibia government has established the structures and processes required to create a transparent, streamlined and user-friendly process for all stakeholders in prospective hydrogen projects. A cornerstone of this support system is the Implementation Authority Program (IAP). The IAP is established to identify and plan for hydrogen projects to be developed, financed, operated and/or maintained by the private sector on state-owned land, and ensure the economic participation of the Government of Namibia. It oversees the leasing process of suitable land, plans and implements procurement processes for infrastructure development, identifies and conducts due diligence on potential project sites, facilitates the preparation and submission of all permitting and approval applications and project finance documents, and engages with developers, contractors and/or financiers. The IAP will also build and maintain relationships with the private sector and manage project contracts.

The IAP seeks the services of a qualified Namibian based recruitment agency to facilitate the filling of positions for the office. The guidelines to be followed by the Recruitment Agency for the selection, interview, and contracting of successful candidates shall be those defined in the Environmental Investment Fund of Namibia Human Resources Policy and consistent with the Namibian laws, specifically the Labour Act 11 of 2007.



## **2. Objectives**

The objective of this Terms of Reference (ToR) is to hire a qualified Recruitment Agency that shall support the IAP to select, interview, and facilitate recruitment of Executive positions within the IAP.

## **3. Agency mandate**

The Agency's overall mandate is to support the IAP to recruit candidates for identified positions and shall mainly undertake the following tasks:

- a. Prepare an Executive recruitment information package containing among others a recruitment notice, Job Descriptions, an indicative time frame for the recruitment process and any other necessary information. The recruitment information package shall be submitted to the IAP for review and approval before launching the recruitment process;
- b. Finalize the recruitment information package integrating any comments received;
- c. Publish the recruitment notice after notification from the IAP;
- d. Screen the applications received and draft a substantiated Screening Report for the consideration of the IAP;
- e. Evaluate the preselected candidates (long list) and draft a substantiated short list;
- f. Submit for approval the short list Report of candidates to the IAP and the Environmental Investment Fund of Namibia;
- g. Assist the IAP and the Environmental Investment Fund of Namibia in the interview and testing of the short-listed candidates.
- h. Draft a Selection report in a format acceptable to the IAP containing among others, the results of the selection process;
- i. Submit the draft recruitment report to the IAP and the Environmental Investment Fund of Namibia for approval;
- j. Finalise the Selection report on the basis of comments received and, if so requested, assist the IAP in the final choice of candidate;
- k. Support the IAP and the Environmental Investment Fund of Namibia in negotiating a contract with the successful candidate.
- l. Propose any assessment process and interviews as deemed necessary for the nominated candidates.

The above list of activities is not exhaustive. The recruitment Agency shall suitably incorporate other activities in order to properly fulfil its overall mandate. Advertisement for the positions shall be published in relevant local media, government agencies and selected international platforms (the cost of publication in local media and international platforms will be included in the Agency's financial proposal).

#### **4. Agency profile and obligations**

Interested Recruitment Agencies must:

- a) Be duly registered and legally established in Namibia.
- b) Have at least ten (10) years of proven experience in identification, screening, selection and recruiting of executive staff (senior level) for organizations or projects in Namibia.
- c) Honours Degree in Human Resources, Industrial Psychology/Industrial Relations, Change Management or similar qualification in the field of Business Management.

#### **5. Methodology and timeframe for recruitment process**

Interested Recruitment Agencies should propose their recruitment methodology. In the proposed methodology the agencies shall outline.

- a) All elements underlying their full understanding of the assignment.
- b) All facts showing that the proposed methodology will be fully adapted to the objective and the timeframe of the assignment.

The evaluation process of the recruitment Agency will take place by **25 July 2023**. The Agency shall include in their offer the participation in the meetings indicated in the calendar for the validation of the recruitment documents by the authorized authorities; they shall present the documents and collect their comments and/or observations.

#### **6. Proposal Submission Deadline**

The proposal should demonstrate sound knowledge, technical skills and capability as required by the nature of the work of the assignment and understanding of the requisite

tasks set forth in the scope of work. Eligible Agencies should submit technical and financial proposals. The financial proposal should quote consultancy fee and administration costs. Proposals should also include inter alia:

- Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years;
- Measurable goals, objectives and methodology
- Propose separate fees for each of the recruitment process as listed below:
  - Complete Recruitment Service (Starting from vacancy advert through to final selection and successful contract negotiation), split over Deliverables 1 to 5 (as expanded on in the Section: Deliverable below).

Supporting documents such as-

- Copy of company registration certificate
- CV of designated personnel
- Copy of PAN/VAT registration certificate
- At least three positive references from previous clients/employers.

## **7. Timeframe**

The Agency will work for a maximum period of three months from the date of signing the contract. The expected contractual start date is **09 August 2023**.

## **8. Reporting Lines**

The Agency will report to Head of the IAP. The Environmental Investment Fund of Namibia will handle all the enquiries and administrative issues.

## **9. Deliverables**

The Agency shall prepare among others the following documents:

- a) A recruitment information package for the position, including a recruitment notice, Job Description (Deliverable 1).
- b) A detailed Screening Report (Deliverable 2)
- c) A detailed short list Report (Deliverable 3).

- d) A final Selection report after receiving comments to the draft report (Deliverable 4).
- e) A final Negotiated Contract signed by the Parties (Deliverable 5).

### **10. Submission deadlines**

The proposal shall be submitted in a sealed envelope with the subject line mentioning “PROPOSAL FOR RECRUITMENT AGENCY” to the following address.

**Physical Address:** Environmental Investment Fund of Namibia, 8933 Heinitzburg Heights c/o Heinitzburg & Dr. Theo-Ben Gurirab Streets, Klein Windhoek Windhoek, Namibia. +264 61 431 7700 +264 61 240 339.

**Postal Address:** PO Box 28157. Auas Valley Windhoek Namibia.

**Email Submissions:** Ms. Lizl Timbo, Human Resource Manager  
[LTimbo@EIF.ORG.NA](mailto:LTimbo@EIF.ORG.NA)

The Environmental Investment Fund of Namibia reserves the right to accept & reject any proposal without giving any verbal and/or written rationale, and only successful applicants will be contacted.

Deadline for submission of proposals: **21 July 2023, 12:00 mid-day**

## 11. The indicative schedule for the assignment

### 11.1 Recruitment of the Agency

#	ACTIVITIES	DAYS	START DATE	END DATE	RESPONSABLE
1	Validation and adoption of the ToR and RFP for the Appointment of a Recruitment Agency	1 day	23/06/2023	23/06/2023	IAP
2	Publication of the RFP to recruit the Agency - (Publication timeframe: 4 weeks), or 30 days	30 days	23/06/2023	24/07/2023	EIF
3	Opening and joint evaluation of the Agencies' expression of interests by a Technical Evaluation Committee comprising: the members of the EIF and IAP Representatives)/output =Report Short list Agencies (15:00)	1 day	21/07/2023	25/07/2023	IAP and EIF
4	Approval by the IAP of the Report Shortlisted Agencies	1 day	26/07/2023	26/07/2023	IAP
5	Bid Evaluation Committee	2 days	27/07/2023	28/07/2023	EIF
6	Procurement Committee Review	1 day	31/07/2023	31/07/2023	EIF
7	Approval of the report by the IAP	1 day	01/08/2023	01/08/2023	IAP
8	Notification of results to all applicants	7 days	02/08/2023	08/08/2023	EIF
9	Contract Negotiation with the selected Agency and signature of the Contract	2 days	09/08/2023	10/08/2023	EIF and IAP
10	Inception meeting	1 day	11/08/2023	11/08/2023	EIF, IAP, and Agency

## 11.2 Recruitment of staff members for the IAP

	<b>RECRUITMENT OF POSITIONS</b>	<b>DAYS</b>	<b>START DATE</b>	<b>END DATE</b>	<b>RESPONSABLE</b>
1.	Validation of the recruitment documents Deliverable 1: A complete recruitment information package	1 Day	14/08/2023	14/08/2023	EIF and IAP
2.	Publication of the Vacancy announcement by the Agency	1 Day	16/08/2023	16 /08/2023	AGENCY
3.	Period of 4 weeks given to the candidates for the preparation and submission of CVs and cover letters	30 Days	16/08/2023	13/09/2023	CANDIDATES
4.	Opening of the applications (CVs & Letter of Motivation), evaluation and Screening Report by the Agency /output = preselected long list. Deliverable 2: Screening Report	14 Days	14/09/2023	29/09/2023	AGENCY
5.	Validation of the Screening Report	3 Days	02/10/2023	05/10/2023	IAP and EIF
6.	2nd step evaluation of the preselected candidates / Short List Report (Agency) Deliverable 3: Short List Report	14 Days	05/10/2023	19/10/2023	AGENCY
7.	Approval of the Short List Report by the IAP and subsequently the EB	2 Days	23/10/2023	23/10/2023	IAP and EIF
8.	Invitation of the shortlisted candidates for interviews	1 day	25/10/2023	25/10/2023	AGENCY
9	Timeframe of 1 Week given to the candidates for the preparation of the interviews	5 Days	25/10/2023	01/11/2023	CANDIDATES
10	Validation of the questionnaire followed with the interviews	1 Day	30/10/2023	30/10/2023	AGENCY, IAP and EIF
11	Interviews of candidates	3 Days	06/11/2023	08/11/2023	AGENCY, IAP and EIF
12	Preparation and submission of the Interview report	2 Days	13/11/2023	15/11/2023	AGENCY
13	Formal approval of the Selection Final Report to the IAP and the recommendation of the selected candidate Deliverable 4: Report Final	2 Days	16/11/2023	17/11/2023	IAP
14	Contract negotiation with the selected candidates	14 days	20/11/2023	01/12/2023	AGENCY, EIF and IAP
13	Appointment letters to successful candidates	1 Day	04/12/2023	04/12/2023	EIF and IAP

Initials \_\_\_\_\_

## **12. 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

Initials\_\_\_\_\_

## **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.	A valid original Good Standing Tax Certificate from the Receiver of Revenue (NamRA);		
3.	A valid original Good Standing 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		
6.	Certified ID copies of Directors/Shareholders of the entity		
<b>OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE</b>			

**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.**



## Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	<p><b>Methodology and Work plan:</b></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). <b>(20 marks)</b></p> <p>b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time. <b>(10 marks)</b></p>	30
2	<p><b>Overall Ability and Capability to Perform:</b></p> <p>Relevant Experience of the Agency in the field related to the assignment:</p> <p>a. Have at least ten (10) years of proven experience in identification, screening, selection and recruiting of executive staff (senior level) for organizations or projects in Namibia. <b>(20 marks if equivalent to the required number)</b></p> <p>b. Three assignments done in the past 5 years. <b>(5 marks each)</b></p> <p>c. Three references and testimonials undertaken in similar assignment. <b>(5 marks each)</b></p>	50
3	<p><b>Profile of key staff members:</b></p> <p>Qualifications and competence of the staff for the assignment:</p> <p>a. Qualifications, Training, Education, and certifications of the firm's Human Capital to be involved in execution of the assignment</p>	20
<b>OVERALL TECHNICAL SCORE</b>		<b>100</b>

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

### 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

#### 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 $\times$ 0.7)	Financial (score $\times$ 0.3)	Total Bid Score	Rank

# 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: .....

**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 AGENCY 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 Agency.**

- (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 (Form F-2).
- (ii) An outline of recent three 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 Agency 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.

**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 Agency and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Agency'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.

**FORM F-1**

**BID SUBMISSION FORM**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agency to render Recruitment Services for the Implementation Authority Programme (IAP) Executive Positions**

I/We \_\_\_\_\_ herewith enclose Technical and Financial Proposals for selection as Agency for the **Environmental Investment Fund of Namibia**.

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 AGENCY

Name of Agency : \_\_\_\_\_  
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 Agency]*

**Full name of Agency:** \_\_\_\_\_

**FORM F-3**

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-11/2023: AGENCY TO RENDER RECRUITMENT SERVICES FOR THE IMPLEMENTATION AUTHORITY PROGRAMME (IAP) EXECUTIVE POSITIONS**

- THE BID: AGENCY TO RENDER RECRUITMENT SERVICES FOR THE IMPLEMENTATION AUTHORITY PROGRAMME (IAP) EXECUTIVE POSITIONS
- 

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

**FORM F-4**

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.)

**Cost Estimate of Services<sup>1</sup>**

(To be submitted in a separate closed envelope)

**Remuneration:**

AgencyName	Monthly Rate (In currency)	Working Months (in currency)	Total Cost
_____	_____	_____	_____
			Sub-Total (Remuneration) _____

**Out-of-Pocket Expenses<sup>2</sup> :**

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

<sup>1</sup> Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

<sup>2</sup> Reimbursable at cost with supporting documents/receipts unless otherwise specified.

<sup>3</sup> Per Diem is fixed per calendar day and need not be supported by receipts.

<sup>4</sup> 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.