



Request for Proposal For

SECRETARIAL SERVICES ON BEHALF OF NAMDIA

Procurement No: SC/RP/NAMDIA/9-2022

C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek +2646183331111

procurement@namdia.na 16 January 2023

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

SECRETARIAL SERVICES ON BEHALF OF NAMDIA

1. You are hereby invited to submit technical and financial proposals for consultancy services required for Secretarial Services on behalf of NAMDIA

2. The purpose of this assignment is to do:
 - ✓ Drafting and lodging of relevant documents and statutory forms with the Business Intellectual Property Authority [“BIPA”].
 - ✓ Preparing and ensuring that annual returns are filed, and annual duties are paid timeously.
 - ✓ Minute transcription services for the NAMDIA subsidiary companies.
 - ✓ Assisting and attending to any queries for any of the Group companies with BIPA.
 - ✓ Attending to the lodgement of related company forms [CM Forms] as and when requested or amendments are necessitated.
 - ✓ Assist/attend to any other related ad hoc consultative secretarial services request as the NAMDIA Group might deem fit during the period of the agreement.

3. Any request for clarification should be forwarded in writing to the Namib Desert Diamonds (PTY) Ltd at procurement@namdia.na, Ms. Maritza Julius. Request for clarifications should be received 7 days prior to the deadline set for submission of proposals.

4. 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.

5. 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.
- (d) Bidders are requested to submit the following;

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) 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;

(e) Must be a registered Chartered Accountant with the Institute of Chartered Accountants (ICAN), with the firm registered with the Public Accountants' and Auditors' Board (PAAB)

(f) Submit signed Bid-securing Declaration.

(g) 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 and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

6. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely **Technical** and **Financial proposal**. The proposals must be deposited into the bid box on or before: **23 February 2023 at 11H00**, at C/O Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Windhoek +26461833311111.

Bids will be opened on the 23rd of February 2023 via a teams link, interested bidders are required to request for the link via email (procurement@namdia.na).

Proposals received via email will not be accepted.

7. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. 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 consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

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 breakdown and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

8. Rights of a Public Entity

- (a) Please note that the Namib Desert Diamonds (PTY) Ltd 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.

9. Duration of Assignment

The successful consultant will be appointed for a period of two (2) years from the date of signing the Service Level Agreement (SLA) in line with the Public Procurement Act.

10. Validity of Proposal

You are requested to hold your proposal valid for 60 days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Namib Desert Diamonds (PTY) Ltd will make its best efforts to finalize the agreement within this period.

11. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in 14 days, you will be expected to take up/commence with the assignment in 7 days' time.

12. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the Namib Desert Diamonds (PTY) Ltd shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment;
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

13. 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.

14. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by email:

- (a) your acknowledgment of the receipt of this Letter of Invitation within 3 days; and
- (b) further indicate whether you will be submitting the proposal.

15. The Namib Desert Diamonds (PTY) Ltd would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



Ms. Maritza Julius

TERMS OF REFERENCE

SECRETARIAL SERVICES ON BEHALF OF NAMDIA

Part 1. Background

Namib Desert Diamonds (Pty) Ltd (NAMDIA) is a cutting-edge diamond marketing and sales company, perfectly positioned to create a sustainable route to market a portion of Namibia's unique and highly sought-after diamonds. Established in 2016 by the Government of the Republic of Namibia, it trades as a private company, governed by the Companies Act, with limited liability. NAMDIA was established as a result of the signing of a Sales and Marketing Agreement between the Government of the Republic of Namibia and the De Beers Group of Companies relating to Namdeb Holdings' diamonds.

Part 2. Scope and Applicability

The purpose of this assignment is to appoint a suitable and experienced service provider with the requisite capacity and expertise who will assist NAMDIA with secretarial services to the NAMDIA Group of Companies. The service provider should have strong knowledge and proven track record in rendering secretarial services.

Part 3. Competencies and Qualifications of Consultant

3.1 The Principal Consultant should be a registered Chartered Accountant with the Institute of Chartered Accountants (ICAN), with the firm registered with the Public Accountants' and Auditors' Board (PAAB)

3.2 At least 5 years demonstrated knowledge and experience in the field of accounting.

3.3 At least 2-3 years demonstrated experience in the provision of secretarial services for and on behalf of corporate institutions and/or public enterprises.

3.4 Knowledge and experience in utilising technological and innovative solutions for rendering secretarial services.

3.5 Preference shall be provided to Namibian registered accounting firms owned 100% by previously disadvantaged Namibians and registered with the PAAB.

Part 4. Contract duration and fees

4.1 Duration of initial contract

The successful consultant will be appointed for a period of two (2) years from the date of signing the Service Level Agreement (SLA) in line with the Public Procurement Act.

4.2 Payment

4.2.1 The successful service provider will be paid after the completion of a deliverable.

4.2.2 Bidders are only requested to submit a financial bid for one (1) year/twelve (12) months.

Part 5. Deliverables

5.1 Drafting and filing necessary statutory returns with BIPA.

5.2 Drafting and filing necessary CM Forms with BIPA.

5.3 Drafting and issuing of subsidiary companies' minutes and resolutions.

5.4 Maintaining statutory records and books.

5.5 Ad hoc other secretarial services as and when required.

5.6 Cost effectiveness and time management.

Bidders should take note that there might be an increase in scope over the contract period with additional accounting services. The successful bidder will be requested to quote NAMDIA on the additional scope.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (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 five 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.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
 - (b) Financial Proposals
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
3. The proposals shall be submitted in one original and one copy.

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.

Review of reports

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

BID SUBMISSION FORM

From: _____

To: _____

SECRETARIAL SERVICES ON BEHALF OF NAMDIA

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the Namib Desert Diamonds (PTY) Ltd.

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 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 employers 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: _____

FORM F-3

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:

Consultant Name	Monthly Rate (in currency)	Working Months	Total Cost (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 Expenses⁴ : _____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

BID SECURING DECLARATION

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.

(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To: NAMIB DESERT DIAMONDS (PTY) LTD

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 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:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. 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.