



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDERS

PROCUREMENT REFERENCE NO: CS/RFP/NPM-01/2023/2024

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

CONTACT PERSON: _____

CONTACT DETAILS: _____

E-MAIL ADDRESS: _____

Cost: Free

ISSUING DATE: 23 JUNE 2023

CLOSING DATE: 03 August 2023, AT 10H00 AM

To be deposited in the Tender Box located at Administration Building,
Ground floor, Office number, G55
no bid will be accepted after 10h00 am

*Namibia Institute of Public Administration and Management
27 Paul Nash Street Olympia, Windhoek, Namibia
Tel: +264 61 296 4700, Fax +264 61 296 4819,
procurement@nipam.na*

LETTER OF INVITATION

Dear Prospective Consultant

SUBJECT: PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDERS

1. You are hereby invited to submit technical and financial proposals for the Provision of Consultancy Services for recruitment related service providers for a period of 3 years for NIPAM, which could form the basis for future negotiations and ultimately, a contract between you and the NIPAM.
2. The purpose of this assignment is to:
 - a) Research – ensuring the service provider understands the requirements of the position (job analysis) and the candidate profile that the organization would like to attract. This includes the performance level required (e.g. if a high performer is required), experience level (e.g. an experienced professional) and categories which will assist in defining target industries etc. Furthermore, it would be important that the service provider has a good understanding of NIPAM's recruitment and related HR policies.
 - b) Sourcing, attracting and encouraging candidates to apply for positions at NIPAM, whilst building a talent pool of suitably qualified and experienced candidates.
 - c) Screening applicants for positions. It would be important that service providers assist NIPAM in increasing the success rate of the selection process, by decreasing the number of visibly under qualified or overqualified job applicants. Furthermore, it would be important for the service provider to assist the organization in meeting its legal and social obligations regarding the composition of workforce.
 - d) Conduct employee referrals / recommendations and reference checks (incl. Verification of ID and Qualifications, criminal checks, credit rating, etc.) as to speed up the final selection process.
 - e) Presenting a shortlist of suitably qualified candidates after thorough screening of candidates and eliciting their interest in working for NIPAM.
 - f) Schedule and conduct relevant interviews and or optional assessments, as and when may be required or where deemed necessary
 - g) Facilitating the initial on-boarding process for Executive level.

3. The following documents are enclosed to enable you to submit your proposal:

- (a) the Terms of Reference (TOR) [Annexure 1].
- (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
- (c) Instruction for preparation of bid [Annexure 3]
- (d) Scope of 1st recruitment to be performed [Annexure 4]

4. Any request for clarification should be forwarded in writing to NIPAM, email procurement@nipam.na . Request for clarifications should be received 14 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.

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) 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 (2) separate envelopes (**1x Original + 1x Copy**), namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". **The proposals must be submitted to NIPAM Campus, Office No. G55, Tender box, Erf 27, Paul Nash in Olympia, Windhoek and must be deposited in the Bid Box on or before the 3rd of August 2023, at 10h00 am.**

Proposals should **not** be forwarded by electronic mail.

8. Evaluation of proposals

The evaluation of proposals will be carried out as per the criteria indicated in Annexure 3 of the bidding document.

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated based on a maximum of 70 marks for Technical Proposals. Proposals from Consultants should score at least 70 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 move to 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 pricing proposals.

10. Rights of a Public Entity

- (a) Please note that the Namibia Institute of Public Administration and Management 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.

11. Duration of Assignment

The contract shall be for a period of twenty-four (24) months. The services shall be procured on an "as and when required" basis and invoiced accordingly. Under the agreement, the service provider will be entitled to payment only for services rendered to NIPAM, effectively delivered, and accepted by NIPAM.

12. Validity of Proposal

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

13. Eligibility Criteria

For the proposal to be eligible, the bidder must attach the following mandatory documents:

- a) A certified copy of the Company registration, clearly indicating shareholders and principals contact details (Ministry of Trade) - Attached certified copies of all Namibian Shareholders Identification document or passport.
- b) A valid original or certified copy of the company's good standing Tax

Certificate (NAMRA).

- c) A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner).
- d) A valid original or certified copy of Affirmative Action Compliance Certificate, or 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) *(in the event that the Affirmative Action Compliance Certificate submitted is over 12 months from the date of issue, bidder must furnish a confirmation letter from the Employment Equity Commission indicating that the bidder did submit the report for the period following from the date when the certificate was issued.)*
- f) A Written Undertaking in compliance with Section 138 (2) of the Labor Act, 2007.
- g) Submit signed Bid Submission Form

14. Commencement date of Assignment

The assignment will commence after the award has been made and this will be communicated to you after conclusion of any negotiations.

15. Tax Liability

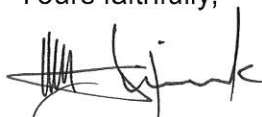
Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia, payments to the Consultant in connection with carrying out this assignment.

16. Insurance

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

17. NIPAM would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



Mr. Vernon van Wyk

Head: Procurement Management Unit



Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Instruction for preparation of bid

Annexure – 1**TERMS OF REFERENCE FOR****PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDERS FOR NIPAM - CS/RFP/NPM-01/2023/2024****1. Background**

Namibia Institute of Public Administration and Management (NIPAM) is a Public Enterprise established under the Namibia Institute of Public Administration and Management Act, 2010 (Act No. 10 of 2010). NIPAM's mission is to transform the public service of Namibia into an efficient, effective and accountable system through training, consultancy, research, and capacity evaluation.

NIPAM invites experienced service providers to provide Recruitment Services. The appointment of a successful service provider is subject to the conclusion of a service level agreement between NIPAM and the service provider.

The recruitment agencies must be a well-established and reputable agency in the recruitment industry and market.

2. Location

The services will be required at NIPAM Campus, Olympia, Windhoek, Namibia. NIPAM will provide access to all information required as well as controlled access to the facilities should the need arise.

3. Scope of Services**a) Objective of the Services**

The overall objective of the assignment is to seek the services for a reputable, competent and technical qualified Consultant with an extensive expertise in "Recruitment Services" with a proven track record of successful assignment execution.

The scope of general and or specialized recruitment agency services for the purposes of this tender will be limited to executive's level and management level as well as specialized positions across various functional areas with special focus on critical, priority and / or scarce skills.

Headhunting at any required level for NIPAM. The Consultant will work closely with the Governing Council, Company Secretary and Manager: Human Capital, and other officials as may be considered necessary during the execution process.

The agency/consultant must demonstrate the value add to NIPAM in terms of the following:

- i. Process Efficiencies.
- ii. Reduced turnaround times.
- iii. Increasing accuracy in recruitment decisions.
- iv. Improved retention.
- v. Savings in terms of pricing.
- vi. Specialized Services offered

b) Duration of the Services

The contract shall be for a period of twenty-four (24) months. The services shall be procured on an "as and when required" basis and invoiced accordingly. Under the agreement, the service provider will be entitled to payment only for services rendered to NIPAM, effectively delivered, and accepted by NIPAM.

In the event that NIPAM has an immediate need for a particular recruitment service and the contractor is not able to deliver the service within the time frame and budget as needed by NIPAM, NIPAM reserves the right to procure such services elsewhere to fulfil its immediate need;

c) Duties

The recruitment services expected from the agency/firm include the following support services:

Research – ensuring the service provider understands the requirements of the position (job analysis) and the candidate profile that the organization would like to attract. This includes the performance level required (e.g. if a high performer is required), experience level (e.g. an experienced professional) and categories which will assist in defining target industries etc. Furthermore, it would be important that the service provider has a good understanding of NIPAM's recruitment and related HR policies.

Sourcing, attracting and encouraging candidates to apply for positions at NIPAM, whilst building a talent pool of suitably qualified and experienced candidates.

Screening applicants for positions. It would be important that service providers assist NIPAM in increasing the success rate of the selection process, by decreasing the number of visibly under qualified or overqualified job applicants. Furthermore, it would be important for the service provider to assist the organization in meeting its legal and social obligations regarding the composition of workforce.

Conduct employee referrals / recommendations and reference checks (incl. Verification of ID and Qualifications, criminal checks, credit rating, etc.) as to speed up the final selection process.

Presenting a shortlist of suitably qualified candidates after thorough screening of candidates and eliciting their interest in working for NIPAM.

Schedule and conduct relevant interviews and or optional assessments, as and when may be required or where deemed necessary

Facilitating the initial on-boarding process for Executive level and Management level.

Scope of Work

The agency/firm/consultant will be expected to perform the following tasks during any recruitment process;

1. Placement of vacancy advertisement in print media as approved by the NIPAM;
2. Prepare a list of all applicants received by the NIPAM;
3. Screen and evaluate all applications received against the set criteria;
4. Prepare a preliminary shortlist of candidates that qualify to be approved by the NIPAM;
5. Conduct preliminary screening, tests, and interviews with shortlisted candidates;
6. Conduct reference checks, which include, but are not limited to letters of reference/recommendations, credit check, criminal check and qualification verification of shortlisted candidates;
7. Conduct competency-based assessments of the shortlisted candidates through the use of credible psychometric assessments and other appropriate tools;
8. Submit progress reports as, and when required;
9. Prepare the interview scoring sheet as well as possible competency-based assessment questions;
10. Provision of all administrative and secretarial support to the interviewing panel during the interview meetings, which will include the following:
 - Notes on each candidate's performance at the interview to provide a record of consistent and fair procedure and for guidance for the ranking of candidates, if required.
 - Take notes of the deliberations of the Panel members, noting their key considerations and decisions with respect to each candidate.
11. Prepare and present reports detailing the recruitment findings, recommendations, and profiles of the shortlisted candidates;
12. Prepare a summary interview report of all interviews and any other selection events;
13. Inform unsuccessful applicants and candidates of the outcome.

4. Consultant Qualifications and Expertise

The Consultant should have the following minimum qualifications, experience and expertise:

- The Consultant must have extensive working knowledge in the field of HR.
- The service provider must have at least 10 years' relevant experience in the recruitment industry.
- Have at least a Post Graduate Degree in the relevant field or an equivalent combination of qualifications and experience that demonstrate the capability in the provision of recruiting services to entities.
- Professional qualifications in either Human Resource Management, Organizational Development.
- Consultant to submit justifications showing that similar assignments were previously conducted elsewhere.
- Consultant must submit an execution plan indicating the timeframe of services.
- Consultant to submit certificates proving relevant qualification.
- Consultant should have strong analytical and writing skills.

5. Supplementary Information

a) Proposals

The proposal should include the following information and will be evaluated as per the evaluation criteria set out in the bid document:

- i. Technical Proposals
 - o Curriculum Vitae of proposed expertise in both the design/supervision as well as constructing experience.
 - o Proof of valid Membership with Professional bodies governing your profession in Namibia.
 - o Proof of Professional Indemnity insurances.
 - o An outline of recent experience on comparable assignments/ projects executed during the last five years.
 - o Any comments or suggestions on the Consultant on the Terms of Reference(TOR).
 - o Indicative concept design of proposed mitigation measures.
 - o A description of the way the Consultant would plan to execute the work.
- ii. Financial Proposals
 - o A financial proposal that includes a detailed cost breakdown as per key deliverables, including but not limited to estimated total cost and provisions for contingencies.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals should include the following information:

Technical Proposals

- a. Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs) - The Consultant must describe how it will deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the key deliverable of NIPAM.
- b. Key consultants' qualifications and competence for the service:
 - i. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.
 - ii. CVs demonstrating qualifications must be submitted (Form NIPAM F-2); and
 - iii. Written confirmation from each person that they are available for the entire duration of the contract.
- c. Consultant's Track Record - An outline of recent experience on comparable assignments/ projects executed during the last five years which proof successful experience in conducting similar exercises (Form NIPAM F-3) – (attached three (3) contactable references letter).
- d. Expertise of the Consultant – Detailed Company Profile describing the nature of business, field of expertise, licenses, certifications, and accreditations. Attaching all mandatory documents as required under Clause 13.

Financial Proposals

The financial proposals should be given in the form of summary of Contract estimate (Form NIPAM F- 4) and must include a detailed cost breakdown as per key deliverables, including but not limited to estimated total cost and provisions for contingencies (Form may be amended as appropriate).

Submission of Proposals

- a. The proposals shall be submitted in one (1) original and one (1) copy).
- b. Technical and Financial proposals must be submitted in separate envelopes.

Contract Negotiations

- a. The negotiations aim 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 a 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.
- b. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Annexure – 3**INSTRUCTION FOR PREPARATION OF BID**

TITLE: PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDERS FOR THE NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

Ref no: CS/RFP/NPM-01/2023/2024

Please use suggested instructions below on how to prepare your bid.

1. Please give your best proposal in response to the RFP.
2. Submit two separate proposals in separate envelopes, one for technical proposal and the other for financial proposal (Each proposal should be submitted in 1 original and 1 copy).
3. Complete your response as follows:
 - (i) Complete the Bid Submission **Form NIPAM.F-1**.
 - (ii) Mandatory Requirements –

The following mandatory documents are required:

- (have a valid certified copy by the relevant Commissioner of Oath of company registration certificate.
 - a valid original or certified copy of the good standing tax certificate from NamRa.
 - a valid original or certified copy by the Commissioner of Oath of Good Standing Social Security Commission certificate.
 - a valid certified copy of the company registration certificate of Affirmative Action Compliance Certificate or in 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 or a certificate equivalent to the Affirmative Action as applicable in your country (only applicable to Namibian companies).
 - *(in the event that the Affirmative Action Compliance Certificate submitted is over 12 months from the date of issue, bidder must furnish a confirmation letter from the Employment Equity Commission indicating that the bidder did submit the report for the period following from the date when the certificate was issued.*
- (iii) Complete and sign the Bid Securing Declaration **Form NIPAM.F-2** and include the form in the Technical Proposal envelope.
 - (iv) Formulate your Technical Proposal in response to the TOR in Annexure – 1 and use **Form NIPAM.F-3** as guide. **Form NIPAM.F-3** shall be included in the Technical Proposal envelope.

- (v) Include the curriculum vitae/ resume for principal facilitators/experts who will engage in this assignment. **Use Form NIPAM.F-4. NIPAM. F-4** and include form in the technical envelope.
- (vi) Include the list of completed assignment of similar nature.
Use **Form NIPAM.F-5** and include form in the technical envelope.
- (vii) Formulate your Financial Proposal by completing **Form NIPAM.F-6**. Please note that currency is Namibia Dollars. **Form NIPAM.F-6** shall be included in the Financial Proposal envelope.
- (viii) Complete and sign the self-declaration of the conditions of non-eligibility.
Use **Form NIPAM.F-7**.
- (ix) Complete and sign 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, wage determinations, and Award, where applicable and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof **Form NIPAM.F-8**.

The Proposals shall be submitted in two separate envelopes, one should be marked "Technical Proposal" and the other marked "Financial Proposal", dully marked as follows:

Bid Reference Number: **CS/RFP/NPM-01/2023/2024**"; and

Titled: **PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDERS FOR THE NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT**

Please make sure that your financial proposal (Form NIPAM.F-6) is properly sealed.

One (1) original and one (1) copy of each of the proposals to be deposited into the Bid box situated at **NIPAM Campus, Office No. G55, Tender box, Erf 27, Paul Nash in Olympia, Windhoek** and must be deposited in the Bid Box on or before the **3rd of August 2023, at 10h00 am**.

All envelopes should bear details of the bidding company.

Bidders must note that packaging of technical and financial proposals in one document might result in automatic disqualification.

Only technical proposals will be opened and read out at bid opening session to be held on the 3rd of August 2023 at 10h15 am, at NIPAM Campus, Olympia, Windhoek.

FORM NIPAM F-1

BID SUBMISSION FORM

From: _____

To: _____

**PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE
PROVIDERS FOR THE NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND
MANAGEMENT**

I/We _____ herewith enclose Technical and Financial
Proposals for selection as Consultant for the Namibia Institute of Public Administration
and Management.

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

Authorised by:

Name of Bidder: _____

Contact Person: _____ **(Authoriser)**

Contact Details: _____

Position: _____

Date: _____

Company Stamp

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date: _____

Procurement Ref No.: _____

To: _____

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)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

Form NIPAM.F-3

TECHNICAL PROPOSAL RESPONSE

| Item | Instruction | |
|-------------------------------------|--|--|
| Request for proposal response | Attach/Append your response to the scope in the Terms of Reference. Annexure 1. Demonstrate how you will meet the implementation/requirements in the scope of Terms of Reference | |
| Outline Plan (if applicable) | Attach/Append the implementation plan/schedule. Please provide the intent starting and the completion dates of the project. | |
| Consultant(s) Resume | Attach/Append the resume (CV) for key consultant(s) for the engagement. Please use the suggested format FORM NIPAM.F-4 | |
| List of previous engagement | List of similar assignment for the last 5 years. Use Form NIPAM.F-5 | |
| Comments to the TOR | Any comments or suggestions of the Consultant on the Terms of Reference (TOR). | |
| Comments on services and facilities | 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). | |

This offer is valid for _____ days.

Technical proposal authorized by:

Authorised by:

Name of Bidder: _____

Contact Person: _____ (Authoriser)

Contact Details: _____

Position: _____

Date: _____

Company Stamp

FORM NIPAM F-4**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 NIPAM F-5

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING THE LAST FIVE (5) YEARS

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

| SI.No | Name of assignment | Name of Project | Owner or Sponsoring agency | Cost of Project | Date of Commencement | Date of Completion | Was assignment satisfactorily completed (Yes/No) |
|-------|--------------------|-----------------|----------------------------|-----------------|----------------------|--------------------|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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.)

FORM NIPAM.F-6

FINANCIAL PROPOSAL

[Complete the unit and total prices for each item listed below. The quantities shown below are approximate and not subject to re-measurement for payment purposes.]

| Item No | Brief Description of Works | Quantity | Unit of Measure | Unit Price N\$ | Total Price N\$ |
|--------------|----------------------------|----------|-----------------|----------------|-----------------|
| A* | B* | C* | D* | E | F |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Subtotal | | | | | |
| VAT @ % | | | | | |
| Total | | | | | |

FORM NIPAM.F-7**SELF-DECLARATION**

**TITLE: PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT
RELATED SERVICE PROVIDERS FOR THE NAMIBIA INSTITUTE OF
PUBLIC ADMINISTRATION AND MANAGEMENT**

Ref no: CS/RFP/NPM-01/2023/2024

I/We the undersigned declare that:

- 1) I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission.
- 2) I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group.
- 3) I/ we will 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.
- 4) I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest.
- 5) I/ we will not seek, attempt to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at _____ this _____ day of _____ 2023.

Signature (of duly authorized officer): _____.

Full Name and Designation: _____

FORM NIPAM.F-8**AN UNDERTAKING ON THE PART OF THE BIDDER FORM**

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

**Witten 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:

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.*

Bid Evaluation Criteria

TITLE: PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDERS FOR THE NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

Ref no: CS/RFP/NPM-01/2023/2024

1) Evaluation Method

The Least Cost and Acceptable Quality Selection Method (as defined in the PublicProcurement Act section 27(b) (iv) will be applied for this Request for Proposal.

2) Evaluation Process

The proposal will be evaluated according to the method stated in the Letter of Invitation

2.1 Stage 1: Preliminary Evaluation

The table below will be used for evaluation of the first stage. Consultants shall comply with all the criteria listed in the table below for further evaluation. All certifications are to be done by a **Commissioner of Oath**.

| Stage 1: Preliminary Evaluation | | | |
|--|-----------------|----------------|--|
| 2.1.1 Mandatory Requirements | | | |
| Criteria | Yes/Pass | No/Fail | Supporting Document |
| Company Registration | | | Certified copy of Founding Statement or Company Registration Certificate |
| A valid original or certified copy of good standing Tax Certificate | | | Good Standing Tax Certificate |
| A valid original or certified copy of good standing SocialSecurity Certificate | | | Good Standing Social Security Certificate |

| | | | |
|---|-----------------|----------------|---|
| 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. | | | Affirmative Action Compliance Certificate |
| <i>(in the event that the Affirmative Action Compliance Certificate submitted is over 12 months from the date of issue, bidder must furnish a confirmation letter from the Employment Equity Commission indicating that the bidder did submit the report for the period following from the date when the certificate was issued</i> | | | |
| Bid Submission Form | | | Form NIPAM.F-1 |
| Bid Securing Declaration | | | Form NIPAM.F-2 |
| An Undertaking in terms of section 138 of the Labour Act, form | | | Form NIPAM.F-8 |
| 2.1.2 Eligibility Criteria | | | |
| Criteria | Yes/Pass | No/Fail | Supporting Document |
| Consultant shall not be declared ineligible by the Government of Namibia at deadline of RFP submission. | | | Form NIPAM.F-7 |
| Consultants shall submit statement on past and present declaration of ineligibility if any. | | | Form NIPAM.F-7 |
| 2.1.3 Qualification Criteria | | | |
| Criteria | Yes/Pass | No/Fail | Supporting Document |
| Consultant/Team Leader shall have the necessary qualifications in the related fields, with a minimum of 10 years relevant experience | | | Attach Certified copies of Qualification |
| Consultant/Team Leader shall submit certified copies of accreditation or valid membership with professional bodies governing the profession in Namibia | | | Attach Certified copies of Accreditation |
| At least 2 members of the project team should have a minimum of 5 years' relevant working experience | | | Form NIPAM.F-5 |

Consultants who fully comply with Stage 1: Preliminary Evaluation, will be further evaluated technically in Stage 2.

2.2 Stage 2: Technical Evaluation Criteria (70 points)

Bidders are required to obtain a minimum score of 70 points to be considered technically compliant. The technical proposal will be assessed on the following criteria:

| Technical Evaluation Criteria (Stage 2) | | |
|---|---|------------|
| No | Item Description | 100 Points |
| 1 | Consultant Track Record Experience in recruitment services of similar nature (attached list of previous and current relevant clientele – Attach proof of three (3) recent contactable reference (Reference verification will be done) These reference letters should include the name of the entity, nature of contract, contact person and office telephone number and email address. (Reference letters must be provided) This information should be presented as follows: <ol style="list-style-type: none"> Detailed company profile provides a portfolio describing the nature of business, field of expertise, licenses, certifications and accreditations. Any relevant and related work and assignments delivered by the Consultant. (A company profile and documentary evidence in successfully undertaking projects of a similar nature (evidence should relate to similar successfully completed projects, with a reference of the success of the project from the client). Business addresses (trading, telephones numbers, contact persons and email, as well demographics information such as employees and physical facilities such as offices An outline of recent experience on comparable assignments/ projects executed. (Three reference letters (not older than three (3) years) | (30) |

2

Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)

A description of the way the Consultant would plan to execute the work.

(40)

The number of points to be assigned for this criterion shall be determined by considering following:

- a. The methodology is clear and complete: all key deliverables, resources mobilized, list of activities, risks and assumptions are included.
- b. The sequencing and timing of activities must be well defined, indicating that the tenderer has optimized the use of resources and the work plan permits flexibility to accommodate contingencies and risks.
- c. The proposal is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution. The workplan is detailed, realistic and in line with the TORs and proposed methodology.
- d. Service provider must provide NIPAM with an example of a report indicating the methodology followed.
- e. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project.
- f. Training manuals to be used for training – Theory and Practical – as applicable.

Understanding of the assignment based on the appropriateness of the work plan

Work plan includes a list of the proposed personnel and the tasks that would be assigned to each personnel

| | | |
|----------|--|--------------|
| 3 | Key Consultants' qualifications and competence for the Services | (30) |
| | The number of points to be assigned for this criterion shall be determined considering the following: | |
| | 1. Position: Lead Consultant a. At least a post graduate qualification with specialization in Human Resource Management, Strategic Management, and any other related field. (Degree, Postgraduate Qualifications) Kindly attach proof of certified copies of qualifications b. Relevant experience in Recruitment services of similar nature c. Number of years of experience | 15 |
| | 2. Position: Team Members a. General qualifications in the related field (such Diplomas, Degrees, Postgraduate Qualifications) Kindly attach proof of certified copies of qualifications b. Relevant experience in recruitment processes. c. Number of years of experience | 15 |
| | Total | (100) |

2.3 STAGE 3: Financial Evaluation

Only Bids that have passed with a minimum technical score of **70 points** shall have their prices evaluated. The lowest Price from the technically compliant Bids will be recommended for award.

Annexure – 4**SCOPE OF 1ST RECRUITMENT TO BE PERFORMED BY CONSULTANT****TERMS OF REFERENCE**

| | |
|---------------------------|--|
| PROJECT | RECRUITMENT OF THE EXECUTIVE DIRECTOR |
| EXPERTISE REQUIRED | SOLID EXPERIENCE IN THE RECRUITMENT OF CHIEF EXECUTIVE OFFICERS AND/OR HEADS OF ORGANISATIONS. |

1. Background

Namibia Institute of Public Administration and Management (NIPAM) is a Public Enterprise established under the Namibia Institute of Public Administration and Management Act, 2010 (Act No. 10 of 2010). NIPAM's mission is to transform the public service of Namibia into an efficient, effective and accountable system through training, consultancy, research, and capacity evaluation.

2. Objectives

The main objective of the engagement is to assist the Governing Council in finding a suitable person with knowledge and expertise relevant to the functions of NIPAM for appointment as Executive Director. The Executive Director reports to the Governing Council, is the head of training and accounting officer and holds office for five (5) years.

3. Scope of Work (SoW)

The Consultant is required to:

- (a) Propose recruitment guidelines or processes and facilitate the recruitment process.
- (b) Manage the advertisement for the position.
- (c) Propose interview questions as well as the selection criteria; conduct competency assessments of short-listed candidates; and
- (d) Compile interview report for consideration and approval by the Governing Council.

4. Requirements

The Consultant must comply with the following minimum requirements:

- (a) Proof of registration with the Ministry of Trade and Industry
- (b) Percentage of ownership
- (c) Certification of good standing (In Land Revenue)
- (d) Certificate of good standing (Social Security)
- (e) Good understanding of the Terms of Reference
- (f) Previous experience (executive recruitment)
- (g) Financial proposal

5. Independence

It is expected of the Consultant to carry out their work independently, i.e. without any interference or influence from any person.

6. Reporting Fundamentals

The Consultant shall report directly to the Chairperson of the Governing Council.

7. Confidentiality

7.1 The Consultant shall treat all documents, reports, papers, and information received as confidential and shall not be made available to any natural or juristic person unless otherwise authorized by the Governing Council.

7.2 All documents produced in this engagement remain the property of NIPAM.

8. Location of Assignment

Windhoek