



Namibian Standards Institution (NSI)

R e q u e s t f o r P r o p o s a l

Issued on: 18 October 2024

for

Selection of Consultant

Procurement Reference No: SC/RP/NSI-011/2024

Project: Occupational Health Medical Services for the NSI, for a period of 3 years

Client: Namibian Standards Institution (NSI)

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Section 1. Letter of Invitation

Reference No: SC/RP/NSI-011/2024

Windhoek, 14 October 2024

[insert: Name and Address of Consultant]

Dear Sir, Madam,

1. The *NSI* invites proposals to provide the following consulting services: – Occupational Health Medical Services for the Namibian Standards Institution (NSI). More details on the services are provided in the Terms of Reference.
2. This Request for Proposal (RFP) has been addressed or made available to all the possible service providers.
3. A firm will be selected under request for proposal method and procedures described in this RFP, in accordance with the policies and procedures for public procurement in the Republic of Namibia.
4. The RFP includes the following documents:
 - Letter of Invitation
 - Section 1 – Instructions to Consultants
 - Section 2 – Data Sheet
 - Section 3 – Technical Proposal – Standard Forms
 - Section 4 – Financial Proposal – Standard Forms
 - Section 5 – Terms of Reference
 - Section 6 – Standard Form of Contract

Please inform us in writing at the following address nghivolwaf@nsi.com.na, upon receipt:

- (a) that you received the Letter of Invitation; and
- (b) whether you will submit a proposal alone or in association.

Yours sincerely,

Mr. Fredrich Nghiyolwa

Health and Safety

Section 2. Instructions to Consultants

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Instructions to Consultants

Definitions

- (a) “Client” means the Public Entity with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “**Data Sheet**” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the government of the Republic of Namibia.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Republic of Namibia; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile in the Republic of Namibia.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request For Proposal to be prepared by the Client for the selection of Consultants.
- (l) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (m) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.

- (n) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the **Data Sheet** will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**.
- 1.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the **Data Sheet**. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the **Data Sheet** to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the **Data Sheet**, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

Conflict of Interest

- 1.6 The Government of the Republic of Namibia requires that Consultants provide professional, objective, and impartial advice and at all times hold the client’s interest’s paramount, strictly avoid conflicts with other assignments or their own

corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

- (i) A firm that has been engaged by the client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, shall not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

Unfair Advantage

1.6.4 If a shortlisted Consultant could derive a competitive advantage for having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

**Fraud and
Corruption**

- 1.7 It is the policy of the Government of Namibia to require Public Entities, as well as consultants and their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers observe the highest standard of ethics during the selection and execution of contracts.¹ In pursuance of this policy, the Client:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;
 - (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation³;
 - (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁴;
 - (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁵;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Client’s investigation into allegations of a

¹ In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

² “Another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes Public Entity staff and employees of other organizations taking or reviewing selection decisions.

³ A “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁴ “Parties” refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

⁵ “Party” refers to a participant in the selection process or contract execution.

corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

- (bb) acts intended to materially impede the exercise of the Client's inspection and audit rights provided for under paragraph 1.7.1 below.
- (b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing procedures, including by publicly declaring such firm or individual ineligible for a stated period of time: (i) to be awarded a public contract, and (ii) to be a nominated sub-consultant, sub-contractor, supplier, or service provider of an otherwise eligible firm being awarded a public contract.

1.7.1. In further pursuance of this policy, Consultants shall permit the Client to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and to have them audited by auditors appointed by the Client.

1.7.2 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).

Eligibility

- 1.8 (a) A firm or individual that has been sanctioned by the Government of the Republic of Namibia in accordance with the above clause 1.7 shall be ineligible to be awarded a public contract, or benefit from a public contract during such period of time as determined by the Review Panel.
- (b) 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.

(c) Proposal 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.

Links for checking the ineligibility lists are available on the Procurement Policy Unit's website: www.mof.gov.na/procurement-policy-unit.

(d) Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract and as outlined under section 66 – 68 of the Public procurement Act, 2015.

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| Eligibility of Sub-Consultants | 1.9 | In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility policy of the Client. |
| Origin of Goods and Consulting Services | 1.10 | <p>Goods supplied and Consulting Services provided under the Contract may originate from any country except if:</p> <ul style="list-style-type: none"> (i) as a matter of law or official regulation, the Republic of Namibia prohibits commercial relations with that country; or (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Republic of Namibia prohibits any imports of goods from that country or any payments to persons or entities in that country. |
| Only one Proposal | 1.11 | Shortlisted Consultants shall submit only one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to only one proposal. |
| Proposal Validity | 1.12 | The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. However should the need arise, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to |

such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or, in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the **Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the **Data Sheet**. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the **Data Sheet**, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

(d) Documents to be issued by the Consultants as part of this assignment must be in English. It is desirable that the firm's Personnel have a working knowledge of English.

(e) **Bid Security**

(i) The Bidder shall either furnish as part of its bid, a Bid Security or subscribe to a Bid Securing Declaration in the Bid Submission Form **as specified in the BDS**.

(ii) The Bid Securing Declaration shall be in the form of a signed subscription in the Bid Submission Form.

- (iii) The Bid Security shall be in the amount/percentage **specified in the BDS** and denominated in Namibian dollars, and shall:
- (a) be issued by a commercial bank operating in Namibia.
 - (b) be substantially in accordance with the forms of Bid Security included in Section 3, Technical Proposal Standard Forms;
 - (c) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 3.3(e)(vi) are invoked;
 - (d) be submitted in its original form; copies will not be accepted;
 - (e) remain valid for a period of 30 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 1.12;
- (iv) Any bid not accompanied by an enforceable and substantially compliant Bid Security or not containing a subscription to a Bid Securing Declaration in the Bid Submission Form, if required, in accordance with ITB 3.4(h), shall be rejected by the Purchaser as nonresponsive.
- (v) The Bid Security of unsuccessful bidders shall be returned as promptly as possible upon the successful Bidder signing of contract.
- (vi) The Bid Security shall be forfeited or the Bid Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Proposal Submission Form; or
 - (b) if a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or
 - (c) if the successful Bidder fails to: sign the Contract in accordance with ITB 6.5;
- (i) The Bid Security or Bid-Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the Technical Proposal

Submission Form mentioned in Section 3 “Technical Proposal Standard Forms,” when submitting in association.

- (ii) If a bid securing declaration is **required in the BDS**, and
 - (a) a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Proposal Submission Form, except as provided in ITB 20.2;
 - (b) a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or
 - (c) the successful Bidder fails to: sign the Contract in accordance with ITB 6.5;

the bidder may be disqualified by the Review Panel to be awarded a contract by any Public Entity for a period of time.

**Technical
Proposal
Format and
Content**

- 3.4 Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The **Data Sheet** indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The following mandatory documentary evidence is required to accompany the Technical Proposal;

- (i) have a valid company Registration Certificate;
- (ii) have an original valid good Standing Tax Certificate;
- (iii) have an original valid good Standing Social Security Certificate;
- (iv) 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;
- (v) 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; and;

The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).

- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the **Data Sheet** specifies training as a specific component of the assignment.
- (h) the Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 3.3(e), as specified in the **Data Sheet**;

3.5 The Technical Proposal shall **not** include any financial information. A Technical Proposal containing financial information may be declared non responsive.

- Financial Proposals**
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the **Data Sheet**. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- Taxes**
- 3.7 The Consultant, other than Namibian nationals, may be subject to local taxes (such as: value added tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the **Data Sheet** if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 3.8 Consultants, must express the price of their services in Namibia Dollars only.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 4.2 An authorized representative of the Consultants, as **specified in the Data Sheet** shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the **Data Sheet**. All required copies of the

Technical Proposal are to be made from the original. If there is any discrepancy between the original and the copies of the Technical Proposal, the original governs.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the **Data Sheet**) shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the Procurement reference number and the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and reference number, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE** *[insert the time and date of the submission deadline indicated in the **Data Sheet**]*”. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the **Data Sheet** and received by the Client no later than the time and the date indicated in the **Data Sheet**, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- Evaluation of Technical Proposals** 5.2 The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.
- Financial Proposals for QBS** 5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions.
- Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)** 5.4 After the technical evaluation is completed the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.5 Financial Proposals shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the consultants and the technical scores of the consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants, upon request.
- 5.6 The Client will correct any computational error. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and

items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost. Prices shall indicate in Namibia Dollars

- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the **Data Sheet**: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held on the date and at the address indicated in the **Data Sheet**. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

Technical negotiations

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the

- Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.
- Financial negotiations** 6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability in the Republic of Namibia, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In case of Quality and Cost Based Selection, Fixed-Budget Selection, or the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.
- Availability of Professional staff/experts** 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and shall be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.
- Conclusion of the negotiations** 6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 The Consultant whose bid attains the highest score, in accordance with the criteria and selection method set forth in the request for proposals, or the one with the least cost in the case of the Least Cost method of selection, shall be selected for award, subject to satisfactory conclusion of negotiation.
- 7.2 For contract above the prescribed threshold, the Client shall notify the selected Consultant of its intention to award the contract and shall simultaneously notify all other short listed consultants of its decision.
- 7.3 For contracts not exceeding the prescribed threshold, the client shall issue the Letter of Award.
- 7.4 In the absence of an application for review by any other consultant within 7 days of the notice under section 7.2, the contract shall be awarded to the selected Consultant.
- 7.5 Within seven days from the issue of Letter of Award, the Client shall publish on the Public Procurement Portal www.mof.gov.na/procurement-policy-unit and the Client's website, the results of the RFP process identifying the:
- (i) name of the successful Consultant, and the price it offered, as well as the duration and summary scope of the assignment; and
 - (ii) an executive summary of the RFP Evaluation Report, for contracts above the prescribed threshold referred to in section 7.2.
- 7.6 After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.
- 7.7 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

8. Confidentiality

- 8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process until the publication of the award. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Government's antifraud and corruption policy.

9. Debriefing

9.1 The client shall promptly attend to all requests for debriefing for the contract made in writing, and within 7 days from the date the unsuccessful consultants are informed about the award.

Instructions to Consultants – Data Sheet

Paragraph Reference	
1.1	<p>Name of the Client: Namibian Standards Institution (NSI)</p> <p>Method of selection: Request for proposals</p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: NO</p> <p>Name of the assignment is: – Occupational Health Medical Services for the NSI for a period of 3 years</p>
1.3	<p>A pre-proposal conference will be held: No</p> <p>The Client’s representative is: Fredrich Nghiyolwa Address: 37 Feld Street, Windhoek Telephone: 061 – 386 448, Facsimile: 061-386 454, Cell: 0811472029 E-mail: nghiyolwaf@nsi.com.na</p>
1.4	<p>The Client will provide the following inputs and facilities: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
1.6.1	<p>The Client envisages the need for continuity for downstream work: No</p>
1.14	<p>Proposals must remain valid 90 days after the submission date</p>

2.1	<p>Clarifications may be requested not later than 2 days before the submission date.</p> <p>The address for requesting clarifications is: <u>Mr. Fredrich Nghiyolwa</u> E-mail: nghiyolwaf@nsi.com.na</p>
3.3 (a)	<p>Shortlisted Consultants may associate with other shortlisted Consultants:</p> <p style="text-align: center;">No</p>
3.3 (b) (i)	<p>The estimated number of professional staff-months required for the assignment is: _____</p>

3.4	The format of the Technical Proposal to be submitted is: STP
3.4 (g)	Training is a specific component of this assignment: No
3.4 (h)	Bid security <i>shall not</i> be required
3.6	<ol style="list-style-type: none"> (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the Client's country for purposes of the Services; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, investigations and surveys; (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; (5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (6) cost of printing and dispatching of the reports to be produced for the Services; (7) other allowances where applicable and provisional or fixed sums (if any); and

	(8) cost of such further items required for purposes of the Services not covered in the foregoing.
3.7	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: No
	(local Consultants will be subject to all taxes payable and should therefore submit their financial proposals inclusive of taxes.)
4.2	<p><i>[Public Entity to insert text (a) in case the consultancy contract is estimated for an amount less than N\$ 500 000.00 or text (b) in case the amount is estimated to be above N\$ 500 000.00]</i></p> <p><i>(a)No written evidence is required.</i></p> <p><i>Note: The power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose.</i></p>
4.3	Consultant must submit the original and one [1] copies of the Technical Proposal, and the original of the Financial Proposal.
4.5	<p>The Proposal submission address is: NSI Bid Box, NSI Head Office, 37 Feld Street, Windhoek</p> <p>Proposals must be submitted not later than the following date and time: 31st October 2024 @ 12h00.</p>

5.2 (a)	NONE
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5.2 (b)	<p>Criteria, subcriteria, and point system for the evaluation of Simplified Technical Proposals are:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference⁶:</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>(ii) Key professional staff qualifications and competence for the assignment:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a) Team Leader</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;">The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three subcriteria and relevant percentage weights:</td> </tr> <tr> <td style="padding-left: 20px;">1) General qualifications</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td style="padding-left: 20px;">2) Adequacy for the assignment</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td style="padding-left: 20px;">3) Experience in region and language</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Total points for the two criteria:</td> <td style="text-align: right;">100</td> </tr> </tbody> </table> <p>The minimum technical score St required to pass is: 70 Points</p>		<u>Points</u>	(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference ⁶ :	[20]	(ii) Key professional staff qualifications and competence for the assignment:		a) Team Leader	[20]	The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three subcriteria and relevant percentage weights:		1) General qualifications	[20]	2) Adequacy for the assignment	[20]	3) Experience in region and language	[20]	Total points for the two criteria:	100
	<u>Points</u>																		
(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference ⁶ :	[20]																		
(ii) Key professional staff qualifications and competence for the assignment:																			
a) Team Leader	[20]																		
The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three subcriteria and relevant percentage weights:																			
1) General qualifications	[20]																		
2) Adequacy for the assignment	[20]																		
3) Experience in region and language	[20]																		
Total points for the two criteria:	100																		
5.7	<p>The weights given to the Technical and Financial Proposals are: T = 80, and P = <u>20</u></p>																		
6.1	<p>Expected date and address for contract negotiations: N/A</p> <hr style="border: 0.5px solid black;"/>																		
7.5	<p>Expected date for commencement of consulting services Will be after the award and as instructed at: NSI, 37 Feld Street, Ausspanplatz, Windhoek</p>																		

⁶ Consideration may also be given to the number of pages submitted as compared to the number recommended under para. 3.4 (c) (ii) of these Instructions.

Section 3. Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1: Technical Proposal Submission Form.....	29
Form TECH-2: Consultant’s Organization and Experience	31
A - Consultant’s Organization	31
B - Consultant’s Experience	32
Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Public Entity	33
A - On the Terms of Reference.....	33
B - On Counterpart Staff and Facilities	34
Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment	35
Form TECH-5: Team Composition and Task Assignments	36
Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff.....	37
Form TECH-7: Staffing Schedule	Error! Bookmark not defined. 37
Form TECH-8 Work Schedule	40

.....

Form TECH-1: Technical Proposal Submission Form

20 August 2024

To: NSI Head Office
37 Feld Street
Windhoek

Dear Sirs:

We, the undersigned, offer to provide the consulting services for – Occupational Health Medical Services for the Namibian Standards Institution (NSI).

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with:

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.14 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.5 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ [*In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”*]

2 [*Delete in case no association is foreseen.*]

Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (around two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

Assignment name:	Approx. value of the contract (in current Namibia Dollars equivalent):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current (in current Namibia Dollars equivalent):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

A - On the Terms of Reference

Not Applicable

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (about 50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form TECH-5: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position *[only one candidate shall be nominated for each position]:* _____

2. Name of Firm *[Insert name of firm proposing the staff]:* _____

3. Name of Staff *[Insert full name]:* _____

4. Date of Birth: _____ **Nationality:** _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. Membership of Professional Associations: _____

7. Other Training *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Assigned Tasks</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

l

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Bid Submission Form

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))**

Date:[Day/month/year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

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.]

***delete if not applicable / 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.*

Section 4. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

Form FIN-1: Financial Proposal Submission Form	45
Form FIN-2: Summary of Costs	46
Form FIN-3: Breakdown of Costs by Activity	47
Form FIN-4: Breakdown of Remuneration (Time-Based).....	Error! Bookmark not defined.
Form FIN-5: Breakdown of Reimbursable Expenses (Time-Based)	Error! Bookmark not defined.
Appendix: Financial Negotiations - Breakdown of Remuneration Rates	50

Form FIN-1: Financial Proposal Submission Form

20 August 2024

To: NSI Head Office
37 Feld Street, Windhoek

Dear Sirs:

We, the undersigned, offer to provide the consulting services for – Occupational Health Medical Services for the Namibian Standards Institution (NSI).

Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*¹]. This amount is exclusive of the local taxes (*applicable only to consultants other than Namibian nationals*), which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.14 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount in Namibia Dollars	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution.”

Form FIN-2: Summary of Costs

<i>Item</i>	Costs
	<i>[Indicate Namibian Dollars</i>
Total Costs of Financial Proposal ¹	

- 1 Indicate the total costs, net of local taxes, to be paid by the Client in Namibia Dollar. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3: Breakdown of Costs by Activity¹

Group of Activities (Phase): ² _____	Description: ³ _____
 _____	 _____
 <i>Cost component</i>	Costs ⁴ <i>[Indicate Namibian Dollars]</i>
Remuneration ⁵	
Reimbursable Expenses ⁵	
Subtotals	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Use the same columns and currency of Form FIN-2.
- 5 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 Use the same columns and Namibia Dollar currency of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- 2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
- 3 Indicate unit cost in Namibia Dollars.
- 4 Use the same columns and Namibia Dollar currency of Form FIN-2. Indicate the cost of each reimbursable item in the column in Namibia Dollars. $\text{Cost} = \text{Unit Cost} \times \text{Quantity}$.
- 5 Indicate route of each flight, and if the trip is one- or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR.

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- 1.2 The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds. The Client is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.
- (i) **Salary**
This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
 - (ii) **Bonus**
Bonuses are normally paid out of profits. Because the Client does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
 - (iii) **Social Costs**
Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been

provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

Or

$$\text{Leave Cost} = [(salary + bonus + housing subsidy + transport)/260 \times \text{leave credit days}]$$

It is important to note that leave can be considered a social cost only if the Client is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

¹ Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

- (vii) **Away from Headquarters Allowance or Premium**
Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.
- (viii) **Subsistence Allowances**
Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents—the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursable expenses

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. Bank Guarantee

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

Sample Form

Consulting Firm:

Country:

Assignment:

Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

1. Expressed as percentage of 1
2. Expressed as percentage of 4

Section 5. Terms of Reference



TERMS OF REFERENCE (TOR):

Consultancy Services for the provision of Occupational Health Medical Services for the Namibian Standards Institution (NSI) 3-year period

Procurement Reference No: SC/RP/NSI-011/2024

Closing Date: 31st October 2024

Closing Time: 12H00

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BACKGROUND

The Namibian Standards Institution (NSI) is established by the Standards Act, 2005 (Act No 18 of 2005) to serve as the National Standards Body (NSB) for Namibia. The primary role of the NSI is to promote standardization and quality assurance within the industrial, commercial and public sector with the aim at improving product quality, industrial efficiency and productivity to promote trade whilst deriving optimum benefits for Namibia and its consumers in general.

The NSI is governed by the Namibian Standards Council (NSC) which is appointed by the Minister of Industrialization and Trade.

The Namibian Standards Institution is mandated to carry out the following functions:

- To manage and coordinate the implementation of the National Quality Policy and promote quality in society.
- To develop, adopt and publish Namibian standards in compliance to World Trade Organization requirements.
- To provide training to external stakeholders on selected standards.
- To provide accurate measurement traceability to international standards through the Metrology laboratory.
- To provide reliable testing services mainly on fish and fishery products, shellfish, portable water, sea water and wastes to aquaculture, fishing and other industries through its Chemistry and Microbiology laboratories.
- To provide inspection services on land-based factories and vessels, sensory evaluation on chilled as well as frozen fish.
- To conduct inspection on canned fish and beef products and provide food safety technical support to fishing and Mari-culture industries.
- To certify products and organisations' management systems through the Marks of Conformity.

The NSI requires services of a competent and suitable entity to provide occupational health medical services for the NSI.

REQUEST FOR PROPOSAL (RFP) GUIDELINES

Namibian Standards Institution Contacts

The following people will be the NSI contacts for this RFP:

Mr. Fredrich Nghiyolwa

Health and Safety

Tel: +264 (61) 386 448 | Fax: +264 (61) 386454 |

P.O Box 26364 | 37 Feld Street, Windhoek

Email: nghiyolwaf@nsi.com.na

The Government of the Republic of Namibia requires that bidders/ Suppliers/Contractors participating in procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts. Bidders/ Contractors/Suppliers are advised to consult the website of the Procurement Policy Office: www.mof.gov.na for more information.

Request for Proposal (RFP) Delivery

All responses to the RFP must be received by 10h00 on **31st October 2024** and must be delivered to the physical address below.

Namibia Standards Institution (NSI)

37 Feld Street

Windhoek

Namibia

RFP Questions and Answers

The supplier is fully responsible for obtaining clarifications on the scope and requirements of the RFP, and must not take advantage in any way of missing or incorrect information in the present document. The supplier who is uncertain regarding the meaning of a portion of the RFP or who believes that portions of the RFP are inaccurate, ambiguous, and contradictory or lack information should contact the Namibian Standards Institution.

Presentation of Proposals

The Recipients' proposals should enclose the following documents signed and sealed by the recipient on all papers. The proposal must contain Technical and Financial Proposals.

RFP Format Conformance

NSI reserves the right to reject a supplier's proposal that does not conform to the format requested in the RFP. If for any reason there is additional information that is relevant to the bid, please include relevant attachments. Responses that are incomplete, conditional, obscure, contain alterations, erasures or irregularities of any kind may be rejected as non-compliant.

Eligibility

All supporting documents should be included in the Technical Proposal. The following documentation are mandatory and should therefore form part of the proposal.

- Certificate of Incorporation/ Founding Statement
- Valid Good Standing Certificate – Social Security Commission
- Valid Good Standing Certificate – Ministry of Finance: Inland Revenue
- Tax Registration Certificate – Ministry of Finance: Inland Revenue
- Valid Affirmative Action Compliance Certificate or Exemption in terms of Section 42 of Affirmative Action Act, 1998
- At least three (3) reference letters on similar works completed.

Deciding Award of Contract

Firstly, proposals will be examined to determine whether or not they substantially comply with the Request for Proposal document. A subsequently compliant offer is one that complies to the rules, terms and conditions of the Request for Proposal document with particular reference to the eligibility criteria outlined under section 2.6 above. The bid evaluation committee will evaluate the Technical and Financial proposals.

Qualification and experience of the consultants shall be considered as the paramount requirement. Technical proposals will be evaluated on the basis of a maximum of 100 marks which will be considered when evaluating Financial Proposals.

A. Technical Proposal

Description	Marks
Years of experience in the required service field. (0 - 3 years = 10 points; 4 -10 years = 20 points; 11 years plus = 30 points)	30
Number of references/companies, where required/similar services were provided. (0 - 3 companies = 15 points; 4 - 10 companies = 25 points, 11 - 20 companies = 35 points; and more than 20 companies = 55 points)	55
Qualifications. (Degree = 5 points; Master's Degree = 10 points; PhD = 15 points)	15
TOTAL	100

Any proposal that fail to achieve **the minimum Technical Proposal score of 60** will not be considered further in the evaluation process.

B. Financial Proposal

The Financial Proposal for those Bidders, who achieved the required technical score will be opened, thus the Financial Proposal will only be opened after completion of the evaluation of the Technical Proposal. Financial Proposal should clearly separate the costs of consultancy services. If there are any reimbursable, the proposal should clearly indicate such costs. Payment terms offered by the bidders will also be considered during evaluation of the Financial Proposals.

Evaluation of Financial Proposal (Rates)

The suppliers are requested to submit rates and should indicate the following:

(a) Rates for each Team Member as regulated or prescribed or per individual

Item	Rate
File Handling Fees	
Clinic Quarterly Consultation Fees:	
Medical Examination pre-post-employment	
Periodic follow-up	
Ill-Health Report	
Lung function	
Blood Test	

Urine Dip Stix	
Vision Test	
Audio Test	
Chest X-Ray	
ECG	
Nursing Fee	
Cholesterol Test Finger prick	
Medical tribunal seating fee	
Ergonomics assessment	
Seafarers examination	
Glucose Test Finger prick	

OBJECTIVES OF THE ASSIGNMENT & CONSIDERATIONS

As part of our ongoing commitment to ensuring the health and safety of our employees at the Namibian Standards Institution (NSI), would like to emphasize the specific requirements for the Occupational Health and Safety (OHS) specialist we are seeking to engage.

The ideal candidate must possess the following qualifications and experience:

1. **Medical Doctor (MBChB)**
2. **Specialization in Occupational Health and Safety**
3. **Minimum of 5 years' experience in Occupational Health and Safety**

This approach will ensure that all medical aspects are thoroughly considered, and the appropriate actions are taken to safeguard our employees' health and wellbeing.

This document outlines the Terms of Reference (TOR) for Medical Service Providers engaged in delivering Occupational Health and Safety (OHS) services. The aim is to ensure the health and safety of employees by providing comprehensive occupational Health services in compliance with Chapter 7, section 219 of Government Gazette No. 156 of the Labour Act of 1992: Regulations relating to the health and safety of employees at work.

Occupational medical services will include the following:

Medical Assessment:

- Conduct a thorough medical evaluation of the employee to understand their current health status and limitations within the workplace;
- Review medical records and consult with the employee's healthcare providers when necessary.
- Carry out Comprehensive medical surveillance assessment /Test/ vaccinations.
- Assess the physical, chemical, biological exposure hazards of employees, as well as the psychological stress factors and maintain the physical, mental, and social well-being of the workers.
- Conduct testing for preventable health problems caused by working conditions.
- Carry out tests that help protect workers in their employment from risks resulting from factors adverse to health.
- Perform an analysis of the job environment and identify risks within the work areas, raise areas of concern within NSI operations and make recommendation that shall serve as relevant mitigation measures including organizational procedures and Personal Protective Equipment (PPE) to be applied to mitigate and or remove the risk identified. Such analysis shall be inclusive of risks pertaining to vulnerable employees including expectant mothers, breastfeeding mothers, immune compromised employees and disabled employees.
- Provide a detailed report with recommendations for the services defined above

Work Capability Assessment:

- Assess the employee's physical, cognitive, and emotional capacity to perform various types of work;
- assess the employee's health condition and work capabilities to identify an appropriate alternative role that accommodates their medical needs and leverages their skills;
- Identify any specific accommodations or modifications that may be necessary for the employee to perform alternative job functions.
- Provide a detailed report with recommendations for the services defined above
- Keep records of staff assessments.

Job Analysis:

- Review the current job roles and responsibilities within the institution.
- Identify potential alternative positions that align with the employee's skills, experience, and new limitations.
- Evaluate the work environment and requirements of these positions to ensure they are suitable for the employee's condition.
- Keep records of staff assessments.
- Provide a detailed report with recommendations for the services defined above and such recommendations to include:
 - Recommendation on potential alternative positions that align with the employee's skills, experience, and new limitations.
 - Recommend any necessary workplace modifications or accommodations to facilitate the employee's transition to the new role.
- Outline a phased or gradual transition plan if appropriate.

KEY DELIVERABLES AND SCOPE OF WORK

Scope of work

The Applicant shall be readily available to perform the following medical services, as requested by the Health and Safety Officer: CCMHR , the Chief Executive Officer and/or the Board of Directors:

- To operate from registered Occupational Health Clinic/Premises under his/her own professional registration as a medical doctor.
- To provide Off-Site medical services (Clinic) between 08h00 and 17h00 daily with the exception of the official Nambian Public Holidays and weekends, and respond to emergency calls when and if the need arises.
- The on-site medical services (Clinic) will be incorporated in the contract once the premises are ready
- To provide general GP services to full-time employees of NSI
- To assist with medical evaluations examinations (pre/post-employment assessments), medical surveillances, advice, etc. on request through NSI HR department
- To provide services to employees with ill-health conditions and to form part of Medical Tribunal
- Committee and to assist with medical boarding processes and procedures
- To make provision for a stand-in for her/him in case of personal leave, sickness, etc.
- The Applicant must provide documentary evidence of experience and skills component
- It is preferable that Occupational Medical Practitioners submit a proposal covering all the above areas, inclusive of the items below:

(a) Reports and Time Schedule

Applicants may address any specific reporting and timeline policies in place for consideration of their application.

(b) Data, Local Services, Personnel, and Facilities to be provided by the Client.

The Applicants should include in their application data on services provided and/or offered (expertise and elaboration on various areas to be considered), Personnel in place to ensure continuity of services, availability, facilities in place to support provision of services, the proposed Clinic quarterly consultations fees, and charges for expenses, if any.

MEDICAL EXAMINATIONS TO BE UNDERTAKEN INCLUSIVE OF THE DIFFERENT JOB PROFILES:

Executive Medicals			
Medical Examinations	Pre-employment	Periodic al	Post-employment
Physical Examination			
Urine Dipstick			
Hearing Test			
Lung Function			
Vision Test			
**Chest X-Ray			
ECG			
Laboratory Tests			
FBC, Wcc			
Hb			
Wcc			
Glucose			
yGT			
Cholestrol			

OFFICE-BASED STAFF MEDICALS

Office-based staff Medicals			
Medical Examinations	Pre-employment	Periodical	Post-employment
Physical Examination			
Hearing Test			
Lung Function			
Vision Test			
**Chest X-Ray			
ECG			
Laboratory Tests			
FBC, Wcc			
Hb			
Wcc			
yGT			
Lead (Baseline) not statutory			
Ergonomics Assessment			

FIELD-BASED STAFF MEDICALS AND LABORATORY STAFF

Field-Based Technical staff Medicals			
Medical Examinations	Pre-employment	Periodical	Post-employment
Physical Examination			
Urine Dipstick			
Hearing Test			
Lung Function			
Vision Test			
**Chest X-Ray			
ECG			
Laboratory Tests			
FBC, Wcc			
Hb			
Wcc			
Glucose			
yGT			
Lead (Baseline) not statutory			
Ergonomics Assessment			
Seafarers examination			

A) Medical and Work Risk Capability Assessment:

- Medical Examinations: Perform pre-employment, periodic, and post-incident medical examinations.
- Emergency Response: Provide first aid and emergency medical response services.
- Rehabilitation Services: Facilitate occupational rehabilitation and return-to-work programs.
- Assist in Health Promotion: by offering guidance with the development and implement health promotion and disease prevention programs.

- Training and Education: Conduct training sessions for employees on health and safety practices, first aid, and emergency procedures at request.
- Record Keeping: Maintain accurate and confidential health records of employee's assessment and test results.
- Assess the employee's physical, cognitive, and emotional capacity to perform various types of work.
- Identify any specific accommodations or modifications that may be necessary for the employee to perform alternative job functions.
- Perform an analysis of the job environment and identify risks within the work areas, raise areas of concern within NSI operations and make recommendations that shall serve as relevant mitigation measures including organizational procedures and Personal Protective Equipment (PPE) to be applied to mitigate and or remove the risk identified. Such analysis shall be inclusive of risks pertaining to vulnerable employees including expectant mothers, breastfeeding mothers, immune compromised employees and disabled employees.

B) Job Analysis:

- Review the current job roles and responsibilities within the institution.
- Identify potential alternative positions that align with the employee's skills, experience, and new limitations.
- Evaluate the work environment and requirements of these positions to ensure they are suitable for the employee's condition.

C) Follow-up and Support:

- Provide ongoing support and recommendations for any additional accommodation or adjustments needed.

D) Deliverables: Medical Service Provider

- Deliver services as per the agreed scope.
- Adhere to all relevant laws, regulations, and guidelines.
- Ensure confidentiality and ethical management of employee health data.
- Report regularly on the health status and trends among employees as required by the NSI.
- Coordinate with the NSI'S OHS team for integrated health and safety management.

Occupational Health Service Providers must possess:

- Relevant medical qualifications and certifications.
- Experience in occupational health and safety of minimum 5 years.
- Knowledge of OHS laws and regulations.
- Strong communication and organizational skills.

F) Reporting

The Occupational Health Service Providers will be required to:

- Submit periodic reports detailing activities, findings, and recommendations.
- Report any significant health issues or incidents immediately to the designated CHSO manager.

PROPOSED TIMELINES

The entire consultation process is expected to be completed within [2024 – 2027 specific timeframe,3 years] from the date of appointment subject to annual performance reviews based on satisfactory service delivery of the scoped defined.

- Initial assessment and medical evaluation: [2 weeks]
- Work capability assessment and job analysis: [3 weeks]
- Final recommendations and transition plan: [2 weeks]

- Follow-up consultations: [ongoing, as needed]

GENERAL TERMS AND CONDITIONS

A. Jurisdiction

The content of this Request for Proposal and any subsequent contract shall be governed by the laws of Namibia.

B. Liability and Incurred Costs

The distribution of this RFP and the receipt of information in response to this RFP shall not in any way cause Namibian Standards Institution to incur any liability or obligation to any Consultant, financial or otherwise. Namibian Standards Institution assumes no obligation to reimburse or in any way compensate any Consultant for losses or expenses incurred in connection with their response to this RFP. All costs associated with the preparation of a Proposal or contract in response to this RFP will be borne solely by the Consultant.

C. Confidentiality

This RFP is strictly confidential and proprietary to Namibian Standards Institution. Your acceptance of this RFP indicates your agreement to Namibian Standards Institution's confidentiality requests.

Consultant cannot, and must agree that they will not, duplicate, distribute, or otherwise disseminate or make available this document or the information contained therein without the express written consent of Namibian Standards Institution. Consultant shall not include or reference this RFP in any forum without the prior written consent of Namibian Standards Institution. The Consultant may make this document available to employees who have a need to know its contents in order to participate in the preparation of the RFP response.

All Consultant information submitted to this RFP will be considered confidential. Any additional supplier materials that a Consultant would like treated as confidential must be clearly marked “**confidential**” prior to submission. Any successful Consultant as part of this process will be required to sign a formal confidentiality agreement with Namibian Standards Institution.

D. Rights Reserved

In addition to all other rights, Namibian Standards Institution specifically reserves the right to:

- Select and negotiate with those Consultants it judges qualified and to terminate negotiations without incurring any liability;
- Accept or reject all or part of a Consultant’s proposal without explanation;
- Negotiate various terms and other conditions of business with the successful Consultant(s);
- Contact any Consultant to obtain corrections or clarifications to a submitted proposal if necessary to make a fair comparison of all proposals submitted;
- Extend the proposal submission date, for all Consultants, if it is determined to be necessary for any reason;
- Amend or supplement this RFP in writing at any time;
- Withhold the name of the selected Consultant from other suppliers;
- Withhold information pertaining to the final selection process;
- Retain all proposals and which shall become the property of Namibian Standards Institution and will not be returned;
- Reserves the right to utilize any concept or ideas contained therein, without incurring any liability, on any or all bids;
- Accept or reject the lowest price;
- Alter the stated requirements as needs require and to accept an alternate response included in any Consultant’s response;
- Select one proposal or select different parts of separate proposals;

- To modify or cancel this Request for Proposal at any time during the process;
- Purchase other related services from other Consultants.

Please note that acceptance of a response does not oblige Namibian Standards Institution to incorporate any or all of the accepted responses into a contractual agreement, but rather demonstrates a willingness on the part of Namibian Standards Institution to enter into negotiations for the purpose of arriving at a satisfactory contractual arrangement with one or more parties.

E. Consultant Selection Process

Once the proposals have been received, Namibian Standards Institution will review all bids utilizing objective selection criteria. Pricing and costs will not be the sole factors that are considered. Note that participating in this RFP process in no way obligates Namibian Standards Institution to pursue a business arrangement with the Consultant. It is also understood that as a institution, Namibian Standards Institution is subject to laws and regulations of Namibia. Any final agreement that Namibian Standards Institution would enter into would be subject to these laws and regulations.

It is the intent of Namibian Standards Institution that, after the successful selection of Consultant(s) has been completed, Namibian Standards Institution and the selected Consultant(s) will enter into an agreement containing all terms and conditions for the proposed solution and service. Any acceptance of a proposal is contingent upon the execution of a written contract suitable to both parties, and Namibian Standards Institution shall not be contractually bound to any Consultant prior to the execution of such written agreement.

The Consultant should assume that all pricing, terms and conditions specified in this request and any addenda hereto, and in the Consultant's response to this request, would be incorporated into the agreement executed between Namibian Standards Institution and the successful Consultant.

F. Contract Award

It is Namibian Standards Institution's intention to award contracts for Consultants(s) soon after the Tender evaluation process is duly completed. The supply and Implementation of the project will then be agreed with the awarded Consultants.

Any negotiated contracts resulting from this RFP may or may not supersede existing contracts with the winning Consultant(s).

G. Consultant Information and Insurance Requirements

Namibian Standards Institution may request additional data, discussion, or presentation in support of any submitted RFP. Additionally, Namibian Standards Institution may conduct a qualification assessment of any Consultant(s) under consideration to confirm or clarify any information provided, or to collect more evidence of managerial, financial and technical abilities.

CLOSING DATE

The closing date for submission is **31st October 2024 @ 12h00**

FURTHER INFORMATION

Mr. Fredrich Nghiyolwa

Health and Safety

Tel: +264 (61) 386 448 | Fax: +264 (61) 386454

P.O Box 26364 | 37 Feld Street, Windhoek

Email: nghiyolwaf@nsi.com.na

Section 6. Standard Contract – Time Based

SAMPLE CONTRACT FOR CONSULTING SERVICES SMALL ASSIGNMENTS TIME-BASED PAYMENTS

CONTRACT No. SC/RP/NSI-004/2024

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[NSI]* (“the Client”) having its principal place of business at *[37 Feld Street, Ausspanplatz, Windhoek]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address⁷]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time periods listed in such Annex, and the personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.

2. Term The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant’s remuneration as defined in sub-paragraph B below

⁷ Avoid use of “P.O. Box” address

and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent¹ (**or** per day spent **or** per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates.”

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client’s coordinator;
- (ii) such other expenses as approved in advance by the Client’s coordinator.²

D. Payment Conditions

Payment shall be made in Namibia Dollar (N\$) not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant’s bank account [*insert banking details.*]

4. Project Administration

A. Coordinator

The Client designates Mr./Ms. [*insert name and job title*] as Client’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

¹ Select the applicable rate and delete the others.

² Specific expenses can be added as an item (iii) in paragraph 3.C.

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep, and shall cause its Sub-Consultants to keep, accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

- 5. Performance Standard** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
- 6. Inspections and Auditing** The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Client and/or persons or auditors appointed by the Client to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Government of Namibia (including without limitation a determination of ineligibility) in accordance with prevailing sanctions procedures.
- 7. Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 8. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.³
- 9. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest)

³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 8.

resulting from or closely related to the Consulting Services for the preparation or implementation of the Project.

- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the laws of Namibia, and the language of the Contract shall be English.
- 13. Dispute Resolution⁵** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Namibia.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If the Consultant, in the judgment of the Client, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing sanctions procedures) in competing for or in performing the Contract.
 - (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE CONSULTANT

⁵ In the case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 13: "Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

Section 5. Terms of reference

Signed by _____

Title: _____

Signed by _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates

ANNEX C

Cost Estimate of Services, List of Personnel and Schedule of Rates

(1) Remuneration of Staff

	Name	Rate (per month/day/ hour in Namibia Dollar)	Time spent (number of month/day/hour)	Total (currency In Namibia Dollars)
(a)	Team Leader			
(b)				
(c)				
				Sub-Total (1)

(2) Reimbursables⁶

	Rate	Days	Total
(a)	International Travel		
(b)	Local Transportation		
(c)	Per Diem		
			Sub-total (2)

TOTAL COST _____

Physical Contingency⁷ _____

CONTRACT CEILING _____

⁶ To include expenses for international travel, local transportation, per diem, communications, reporting costs, visas, inoculations, routine medical examinations, portage fees, in-and-out expenses, airport taxes, and other such travel related expenses as may be necessary; reimbursable at cost with supporting documents/receipts; except for per diem (which is fixed and includes housing and _____ expenses).

⁷ From 0 to 15 percent of total cost; use of contingency requires prior approval of the Client.