



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Office of the Bursar

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REQUEST FOR PROPOSAL

FOR

**THE PROVISION OF HUMAN RESOURCES CONSULTING SERVICES TO CONDUCT THE SELECTION
PROCESS OF A SUITABLE CANDIDATE FOR THE POSITION OF VICE-CHANCELLOR AT NAMIBIA
UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)**

PROCUREMENT NO: SC/RP/NUST-002/2020

**Namibia University of Science and Technology, 13 Jackson Kaujeua Street, Private Bag 13388,
Windhoek, NAMIBIA**

Telephone: +264 61 207 2020; Fax: +264 61 207 2966; Email address: bidbox@nust.na

REQUEST FOR PROPOSAL

LETTER OF INVITATION

Dear Prospective Consultant

Subject: The Provision of Human Resources Consulting Services to conduct the selection process of a suitable candidate for the position of Vice-Chancellor at Namibia University of Science and Technology (NUST)

1. You are hereby invited to submit **technical** and **financial** proposals for consultancy services required for the **selection process of a suitable candidate for the position of Vice-Chancellor at Namibia University of Science and Technology (NUST)**, which could form the basis for future negotiations and ultimately, a contract between you and NUST.
2. The purpose of this assignment is to provide a comprehensive and competent selection exercise to assist in identifying suitably qualified candidates for the position of NUST Vice-Chancellor.
3. The following documents are enclosed to enable you to submit your proposal:
 - a) the terms of reference (TOR) **[Annexure 1]**;
 - b) supplementary information for consultants, including a suggested format of curriculum vitae **[Annexure 2]**; and
 - c) a sample format of the Service Contract under which the service will be performed **[Annexure 3]**.
 - d) Evaluation Criteria will be carried out as per layout indicated in **[Annexure 4]**
4. Any request for clarification should be forwarded in writing to: Ms Rosemary Tjombonde; Tel: +264 61 207 2020; Fax: +264 61 207 2966; email address: bidbox@nust.na. Request for clarifications should be received **14 days** prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in procurement in Namibia observe the highest standards of ethics during the procurement process and execution of contracts. Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.
6. **Eligibility**
 - (a) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.

- (b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of the contract for unsuccessful completion of the assignment, giving adequate details to enable a fair assessment.

7. **Submission of Proposals**

The proposals from the consultant shall be submitted in **two (2)** separate envelopes, namely **Technical** and **Financial** proposals, and should follow the form given in **Annexure 2** - "Supplementary Information for Consultants". The proposals must be deposited into the bid box at the address below on or before **12h00, 28 February 2020**:

Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box
Elizabeth Haus, Ground Floor (Security Foyer)
Windhoek,

8. **Evaluation Criteria (Annexure 4)**

The evaluation of proposals will be carried out as per criteria indicated in **Annexure 4** of the bidding documents.

9. **Deciding Award of Contract**

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial Proposals. Proposals from Consultants should score at least 70 marks for the Technical Proposals to be retained for further consideration.

Only those Consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will move to the next best-ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your pricing proposals.

10. **Rights a Public Entity**

- (a) Please note that the Namibia University of Science and Technology is not bound to select any of the consultants submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including, if any, is not reimbursable as a direct cost of the assignment.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for **three (3) months to be extended on a month-to-month basis or until the selection process is concluded.** Consultants should base their financial proposal on these figures, indicating working months considered necessary by you to undertake the assignment. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

12. Validity of Proposal

You are requested to hold your proposal valid for **60 days** from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Namibia University of Science and Technology will make its best efforts to finalise the agreement within this period.

13. Eligibility Criteria

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

- a) A certified copy of the Company registration, clearly indicating shareholders and principals contact details (*Ministry of Trade*) - **Attached certified copies of all Namibian shareholders Identification document or passport.**
- b) A valid original or certified copy of the company's good standing Tax Certificate (*Ministry of Finance Inland Revenue*)
- c) A valid original or certified copy of the company's good standing Social Security Certificate (*Social Security Commissioner*)
- d) A valid original or certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- e) A Written Undertaking in compliance with Section 138 (2) of the Labour Act, 2007;
- f) Submit signed Bid Submission Form.

NB: Only a valid certified copy of an original document as certified by the Namibian Police will be accepted.

14. Commencement Date of Assignment

Assuming that the contract can be satisfactorily concluded **within 30 days from the closing of the bid**, you will be expected to take up/commence with the assignment in seven (7) working days' time after that.

15. Tax Liability

Please note that the remuneration which you receive from this Contract will be subject to normal tax liability,

(a) payments to the Consultant in connection with carrying out this assignment;

16. Insurance

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

17. Confirmation of Invitation to submit proposal

We should appreciate it if you would inform us by facsimile (+264 61 207 2966) or email to bidbox@nust.na :

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven **(7)days**; and
- (b) Further indicate whether or not you will be submitting a proposal.

18. The Namibia University of Science and Technology would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Mrs. Rosemary Tjombonde-Kakuuai
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

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

Annexure 4: Evaluation Criteria

TERMS OF REFERENCE

Part 1. Background

The University seek the services of a recruitment agency to undertake the selection process of identifying a suitable candidate for Vice-Chancellor position, which is vacant on its structure.

Part 2. The Services

The University invites proposals from registered and reputable Recruitment Agencies to undertake the selection process of suitable candidates to fill the Vice-Chancellor position. The successful Agency will collaborate with NUST Joint Search Committee of Council (JSCC) as is necessary.

Part 3. Facilities to be provided by the Namibia University of Science and Technology

Not Applicable

Part 4. Contract duration and fees:

(a) Duration of the initial contract

The duration of the contract shall be for a minimum of three (3) months to be extended on a month to month basis until the selection process is completed.

(b) Payment

Payments will be made to the Service Provider based on key deliverables completed and sign off by the JSCC Chairperson. The Service Provider shall submit the invoice and accompanying documents as required by the University not later than the 5th of the current month.

Part 5. Consulting Agency Key Deliverables

The **Consultant** will be required to deliver the following services:

- a) Prepare a list of all applicants received by the Joint Search Committee Secretariat;
- b) Screen and evaluate all applications received against the set criteria;
- c) Prepare a preliminary shortlist of candidates that qualify to be approved by the Joint Search Committee;
- d) Conduct preliminary screening, tests, and interviews with shortlisted candidates;
- e) Conduct reference checks, which include, but are not limited to letters of reference/recommendations, credit check, criminal check and qualification verification of shortlisted candidates;
- f) Conduct competency-based assessments of the shortlisted candidates through the use of credible psychometric assessments and other appropriate tools;

- g) Submit progress reports as, and when required;
- h) Prepare and present reports detailing the recruitment findings, recommendations, and profiles of the shortlisted candidates;
- i) Provide professional HR advisory support to the selection panel in the final interview process as and when required;
- j) Prepare the interview scoring sheet as well as possible competency-based assessment questions;
- k) Prepare a summary interview report of all interviews and any other selection events;
- l) Inform unsuccessful applicants and candidates of the outcome.

NB: The selection process undertaken shall be carried out in accordance with the University's Recruitment and Selection policies and procedures.

Part 6: Consulting Agency Expertise Requirements

- a) A minimum of 5 years extensive experience and expertise in recruiting at executive level. **(Attached list of previous and current relevant clientele – at least three (3) contactable references).**
- b) An organisation profile that provides a portfolio of relevant and related work and assignment delivered by the Recruitment Agency or staff.
- c) Substantial experience in recruitment consulting by the team leaders **(Attached CVs of key members of the team to be assign to this project)**
- d) Sound knowledge of the Namibian higher education sector and its challenges.

Part 7: Experience of proposed Consulting team members

The Consulting Agency is required to propose a team for this engagement, managed by a single lead consultant. The members of the team will have the skills and experience necessary to undertake the range of key deliverables set out in this TOR. The experts essential for the team are as follows:

Team Leader Requirements (Lead Consultant)

Attach CV and certified copies of relevant qualifications

- a) Master's Degree or equivalent in Human Resources Management or Organisational Development.
- b) At least 10 years of experience in organisational development practice, human resources management, recruitment, change management in Public Institutions.
- c) Experience in recruitment and management at senior/executive level
- d) Strong research and analytical skills required to carry out background checks on the proposed candidates.
- e) Have excellent knowledge of various psychometric assessments and its methodologies.
- f) Excellent English communication (oral and written), report writing and presentation skills

Team Members Requirements

Attach CV of all team members to be assign to this project and certified copies of their relevant qualifications

- a) Degree in Human Resources Management, Organisational Development or related discipline.
- b) At least five (5) years of experience in organisational development practice, human resources management, recruitment, change management within Public Institutions.
- c) Experience in recruitment and management at senior level/executive level

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

Technical Proposals

- a) **Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)** - The Consultant must describe how it will deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the key deliverable of NUST.
- b) **Key consultants' qualifications and competence for the service** – i) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; ii) CVs demonstrating qualifications must be submitted **(Form F-2)**; and iii) Written confirmation from each person that they are available for the entire duration of the contract.
- c) **Recruitment Agency Track Record** - An outline of recent experience on comparable assignments/ projects executed during the last five years which proof successful experience in conducting executive recruitment exercises **(Form F-3) – (attached three (3) contactable references letter)**.
- d) **Expertise of the Recruitment Agency** – Detailed Company Profile describing the nature of business, field of expertise, licenses, certifications and accreditations. Attaching all **mandatory documents** as required under Clause 12.

Financial Proposals

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

Submission of Proposals

- a) The proposals shall be submitted in **one (1) original and three (3) copies**.
- b) **Technical** and **Financial** proposals must be submitted in separate envelopes.

Contract Negotiations

1. The negotiations aim to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of a Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.

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

BID SUBMISSION FORM

From: _____

To: _____

Request for Proposal for the Provision of Human Resources Consulting Services to conduct the selection process of a suitable candidate for the position of Vice-Chancellor at Namibia University of Science and Technology (NUST)

I/We _____ herewith enclose Technical and Financial Proposals for selection as Consultant for **Namibia University of Science and Technology (NUST)**.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____
Profession: _____
Date of Birth: _____
Nationality: _____
Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one-quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe qualifications, my experience, and me.

Date: *Day/Month/Year*

[Signature of Consultant]

Full name of Consultant: _____

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

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

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

Consultant Name	Monthly Rate (in currency) currency)	Working Months	Total Cost (in
_____	_____	_____	
_____	_____	_____	
		Sub-Total (Remuneration)	

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Days
	_____	_____	_____	_____
	_____	_____	_____	_____

(b) Air fare

(c) Lump Sum Miscellaneous Expenses⁴ :

Sub-Total (Out-of-Pocket)

Contingency Charges:

Total Estimate:

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

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

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

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

CONTRACT No. _____

CONSULTANCY SERVICE CONTRACT

BETWEEN

[INSERT PUBLIC ENTITY NAME]

AND

[INSERT CONSULTANT NAME]

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THIS SERVICE CONTRACT entered into this *[date]*, between the *[insert public entity name]* [hereinafter called the "Public Entity"] and *[insert consultants name]* (hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the Public Entity has determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

WHEREAS the Consultant represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I

SCOPE OF SERVICES

1.1 The services to be performed by the Consultant under this Contract (hereinafter called the Services) are those described in the Terms of Reference attached hereto as **Annexure I** to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II

COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

2.1 The Consultant shall commence the Services on *[date]* upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (**Annexure I**) or indicated by the Public Entity.

2.2 The Services shall be for *[insert no of days/months/years]*, beginning on the date of commencement of the Services, and ending not later than *[insert completion date]*.

ARTICLE III

DUTIES OF THE CONSULTANT

- 3.1 The Consultant shall perform the services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to the Public Entity
- 3.2 The Consultant shall:
- (a) regularly report to, and obtain direction and guidance from the Public Entity on all matters arising from or relating to the present Contract;
 - (b) promptly comply with such instructions as may be issued from time to time by the Public Entity in connection with the performance of the services.
- 3.3 The Consultant shall perform the services to the satisfaction of the Public Entity in accordance with the Terms of Reference and at such intervals as the Public Entity may require.
- 3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the Public Entity for the purposes of making payment or settlement under the Contract, where applicable.
- 3.5 The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.
- 3.6 The Consultant shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The Public Entity shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

ARTICLE IV

PAYMENT FOR THE SERVICES

- 4.1 The Public Entity shall pay to the Consultant, in respect of the services, the various amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").

- 4.2 The Contract Amounts shall be paid to the Consultant in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

ARTICLE V

CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

- 5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Consultant in connection with or by virtue of the present Contract, shall be treated as confidential by the Consultant, and the Consultant shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.
- 5.2 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the Public Entity.
- 5.3 Any study, report or other material, graphic, software or otherwise, prepared by the Consultant for Public Entity under the Contract shall belong to and remain the property of the Public Entity. The Consultant may retain a copy of such documents and software.

ARTICLE VI

ASSIGNMENT AND SUB-CONTRACTING

- 6.1 Except with the prior written consent of the Public Entity, the Consultant shall not:
- (a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;
 - (b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII

LIABILITY OF THE CONSULTANT

- 7.1.1 The Consultant shall abide by, and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.

7.2 The Consultant shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII
FORCE MAJEURE

8.1 Neither Party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.

8.2 In the event of *force majeure* which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either Party shall have the right, by notice in writing to the other party, to terminate the Contract.

8.3 For purposes of this Article, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

ARTICLE IX
TERMINATION OF CONTRACT

9.1 The Public Entity may, upon giving not less than [30] days' notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.

9.2 The Public Entity may, at its option, terminate this Contract when it is in the interest of or for the convenience of the Public Entity to do so, provided that the Consultant shall in that event be given a notice of not less than [30 days] days of such termination.

9.3 The Consultant may terminate the present Contract if the Public Entity has, within a period of forty-five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.

9.4 The Parties hereto may by mutual agreement terminate this Contract.

- 9.5 If the present Contract is terminated under this Article, the Public Entity shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.

ARTICLE X
DISPUTE SETTLEMENT

- 10.1 Any dispute arising out of or in connection with the present Contract shall, unless it is amicably settled, be decided upon by the Accounting Officer of the Public Entity who shall transmit his decision in writing to both Parties.
- 10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI
MODIFICATION OR AMENDMENT

- 11.1 Except by mutual agreement in writing between the Parties, no change, modification or amendment shall be made to the present Contract.
- 11.2 Notwithstanding the preceding paragraph, the Public Entity may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.

ARTICLE XII
EFFECTIVE DATE

- 12.1 The present Contract shall enter into force on the date of its signature by both parties.
- 12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

ARTICLE XIII

CHANNEL OF COMMUNICATIONS AND NOTICE

- 13.1 For the purposes of the present Contract, the authorized representative of the Public Entity shall be the Accounting Officer of the Public Entity.
- 13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

FOR THE PUBLIC ENTITY

Postal Address : _____
Physical Address : _____
Facsimile : _____

FOR THE CONSULTANT

Postal Address : _____
Physical Address : _____
Facsimile : _____

ARTICLE XIV

- (i) Governing Law

- 14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of the Republic of Namibia.

IN WITNESS WHEREOF the Parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English on the date first above written.

Date: _____

FOR THE PUBLIC ENTITY

Date: _____

FOR THE CONSULTANT

Annex 1 - Terms of Reference

Annex 2 - Contract Amount and method of payment

ANNEXURE 4

The following evaluation criteria shall be applied notwithstanding any other requirement in the bidding documents.

The bidder must meet the following mandatory requirements.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
<p>A certified copy of the Company registration, clearly indicating shareholders and principals contact details <i>(Ministry of Trade)</i></p> <p>Attached certified copies of all shareholders Namibian Identification document or passport.</p>	
<p>A valid original or certified copy of the company's good standing certificate Tax Certificate <i>(Ministry of Finance Inland Revenue)</i></p>	
<p>A valid original or certified copy of the company's good Standing Social Security Certificate <i>(Social Security Commissioner)</i></p>	
<p>A valid original or certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;</p>	
<p>A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007</p>	
<p>Submit signed Bid Submission Form</p>	

NB: Only valid certified copy of an original document as certified by the Namibian Police will be accepted.

At this stage, the bidder's submission will either be responsive or none responsive. None responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

EVALUATION CRITERIA FOR TECHNICAL PROPOSALS

Evaluation Criteria	Points
<p>1. Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</p>	40
<p><i>The number of points to be assigned for this criterion shall be determined considering following sub-criteria and relevant percentage weights:</i></p> <ul style="list-style-type: none"> a) <i>The methodology is clear and complete: all key deliverables, resources mobilised, list of activities, risks and assumptions are included. - 38%</i> b) <i>The methodology is relevant: it brings an added value to the TORs and contains innovations - 30%</i> c) <i>The work plan is detailed, realistic and in line with the TORs and proposed methodology - 20%</i> d) <i>The number of consultants and the expected number of working days for each consultant are adequate to satisfactorily perform each activity - 13%</i> 	
<p>2. Key Consultants' qualifications and competence for the Services</p>	30
<p><i>The number of points to be assigned for this criterion shall be determined considering following sub-criteria and relevant percentage weights:</i></p> <p>1. Position: Lead Consultant</p> <ul style="list-style-type: none"> a) <i>General qualifications (such as Master's Degree or equivalent in Human Resources Management, Organisational Development) - 30%</i> b) <i>Adequacy of the services (relevant education, training, experience in organisational development practice, human resources management, recruitment, change management within Public Institutions - 50%</i> c) <i>Relevant experience in recruitment and management of high level/executive level - 10%</i> d) <i>Number of years of experience of the Expert with the Recruitment Agency - 10%</i> <p>2. Position: Team Members</p> <ul style="list-style-type: none"> a) <i>General qualifications (such as Degree in Human Resources Management, Organisational Development or related discipline - 20%</i> b) <i>Adequacy of the services (relevant education, training, experience in organisational development practice, human resources management, recruitment, change management within Public Institutions – 40%</i> c) <i>Relevant experience in recruitment and management of high level/executive level – 20%</i> d) <i>Number of years of experience of the Expert with the Recruitment Agency – 20%</i> 	

3. Recruiting Agency Track Record	10
Experience in recruitment for public and private sector at senior management level (attached list of previous and current relevant clientele – Attach proof of three (3) recent contactable reference (Reference verification will be done) These references letters should include the name of the entity, nature of contract, contact person and office telephone number and email address.	
4. Expertise of the Recruitment Agency	20
<i>The number of points to be assigned for this criterion shall be determined considering following sub-criteria and relevant percentage weights:</i> a) <i>Detailed company profile provides a portfolio describing the nature of business, field of expertise, licenses, certifications and accreditations. Any relevant and related work and assignment delivered by the Recruitment Agency – 50%</i> b) <i>Business addresses (trading, telephones numbers, contact persons and email, as well demographics information such as employees and physical facilities such as offices – 25%</i> c) <i>a minimum of five (5) years extensive experience and expertise in recruiting for State-Owned Enterprises as well as the public and private sector – 25%</i>	
Total	100

a) Only Recruiting agency scoring 70% and more will be considered for financial evaluation.