



Request for Quotations for Non-Consultancy Services Lump-Sum

**RECRUITMENT SERVICES: FILLING OF THE HEAD OF
QUALIFICATION POSITION**

Procurement Reference No: NCS/RFQ/NQA-04/2024/25

*Namibia Qualifications Authority, Private Bag 13247, WHK, Tel: 061 384 100/113, Fax:
061 384 114*

E-mail: Elizabeth.Mukulu@namqa.org

Date: 23 April 2024



Letter of Invitation
Procurement Reference No: NCS/RFQ/NQA –04/2024/25

_____ (*insert company name*)

Windhoek

23/04/2024

Dear Sir/Madam

**REQUEST FOR QUOTATIONS FOR RECRUITMENT SERVICES: FILING OF THE
HEAD OF QUALIFICATION POSITION**

Namibia Qualifications Authority invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Moreover, bidders are urged to ensure that all spaces provided for the bidder in this document are completed. Bidders must also indicate “no quote” to service specifications they cannot provide. Failure to adhere, may result in the disqualification of your bid.

Queries, if any, should be addressed to **Ms. Elizabeth Mukulu** at **061-384 165**.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Desdelia Munsu

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Qualifications Authority reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.
- (c) Award per lowest evaluated line item

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **30 days** from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit with your bid:

- (a) **a valid certified copy of company Registration Certificate;**
- (b) **an original valid or certified copy of Good Standing Tax Certificate;**
- (c) **an original valid or certified copy of Good Standing Social Security Certificate;**
- (d) **a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**
- (e) **a written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **a certificate indicating SME Status (if an SME);**
- (g) **Submit a signed Bid-securing Declaration.**
- (h) **Submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 and Bid Security/Bid Securing Declaration**

(i) Five (5) years experience in the provision of required services (attach documentary proof in the form of a reference letter from current and previous clients.

Bidders are required to **subscribe to a Bid Securing Declaration** for this procurement process.

5. Services Completion Period

The completion period for services shall be within one (1) month after issue of letter of acceptance/issue of the Purchase Order. The starting date of the Head of Qualification is **01 July 2024**.

6. Documents to be submitted

Bidders shall submit along with their quotation's documents and mandatory documents.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be submitted in a bid box, situated at the **Namibia Qualifications Authority, Head Office, Corner of Simeon Shixungileni, and Dr. W. Külz Street Windhoek** not later than **Friday, 10 May 2024 at 10h00 am**. Quotations by post or hand delivered should reach **Namibia Qualifications Authority, situated at Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be made available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

11.

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference (Not applicable)**15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract

16. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to	Namibia Qualifications Authority
Procurement Reference Number:	NCS/RFQ/NQA –04/2024/25
Subject matter of Procurement:	Recruitment Services: filling of the Head of Qualification position

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead **disqualification on the grounds mentioned in the BDS**

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./Fax	

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

Date:[Day/month/year]

Procurement Ref No.: NCS/RFQ/NQA – 04/2024/25

To: Namibia Qualifications Authority, Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek

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/stamp (where appropriate)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I *[insert full name]*, owner/representative

of *[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal.....

Please take note:

- 1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: SCOPE OF SERVICES

Namibia Qualification wishes to contract the services of the service provider to render recruitment services to fill the position of Head of Qualifications.

The successful bidder is expected to provide the following

1. Advertising and handling of all applications
2. Recruitment Plan (Project timelines)
3. Exact cost and no hidden costs
4. Short-listing briefing with NQA management
5. Interview arrangements
6. Psychometric assessment
7. Issuance of offers
8. Issuance of regrets

NB: All costs associated with this assignment must be provided at submission of bids. No hidden costs will be accepted.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NQA –04/2024/25**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity (Staff)	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Recruitment Services: Filling of the Head- Qualifications position	1			
				Other additional costs	
				Subtotal	
<i>Enter 0% VAT rate if VAT exempt.</i>				VAT @ %	
				Total	

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised by: *[insert company seal/stamp]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NQA –04/2024/25**

[Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Recruitment services of the Head of Qualification position		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a **Letter of Acceptance** and shall be subject to the General Conditions of Contract (GCC) Ref: **NCS-LS/RFQ-GCC** for procurement of services (lump-sum) available on request from **Namibia Qualifications Authority, Head Office at Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek**, or by requesting from Elizabeth.Mukulu@namqa.org except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NQA – 04/2024/25**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement]*.

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions	The Member is: <i>[to be inserted at contract signing]</i>

GCC 1.1(l)	
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: Namibia Qualifications Authority, Head Office at Corner of Simeon Shixungileni and Dr. W. Külz Street, WINDHOEK. Ms. Elizabeth Mukulu, Tel 061 384 165 For the [Service Provider], the address and contact name shall be: _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Ms Elizabeth Mukulu For the Service Provider: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is: On the day the Purchase order/ Letter of Acceptance is delivered and received by the Service provider

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is as soon as possible
Intended Completion Date GCC 2.3	The intended completion date is within one (1) month after contract award
Prohibition GCC 3.2.3(c)	Disclose and/or use information about the Public Entity (NQA) with regards to services rendered without prior approval/consent from the public entity.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are: Any other action as specified in Section III: Scope of Services and Section IV: Priced Activity Schedule
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: NOT APPLICABLE
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price. NOT APPLICABLE
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. (<i>Where applicable</i>) NOT APPLICABLE
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	NOT APPLICABLE
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	The service provider shall be paid upon completion of services requested and presentation of an invoice for actual services rendered.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within N/A days in the case of the final payment. The interest rate is interest rate on the market
Price Adjustment GCC 6.6.1	Price adjustment NOT applicable.
Identifying Defects GCC 7.1	NOT APPLICABLE
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	NOT APPLICABLE
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider) NOT APPLICABLE
Dispute Settlement GCC 8.2.5	NOT APPLICABLE

SCHEDULE 4**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/NQA –04/2024/25**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Completed all spaces provided for the bidder in the bidding document and initialled each page of the bidding document.	
Quotation on company letter head	
Mandatory documents as per Instructions to Bidders No. 4	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*