



## BIDDING DOCUMENTS

Issued on: 26 June 2023

Provision of Security Cash-in-transit Services at  
various RFA Sites

Procurement Reference No: NCS/ONB/RFA – 11/2022

PARTICULARS OF BIDDER
Business Name:
Postal Address:
Telephone No.:
Cell No.:
Fax No.:
Contact Person:
E-mail Address:

Road Fund Administration  
Head Office  
Feld Street 21  
Private Bag 13372  
Windhoek, Namibia  
Tel: +264 61 4333000  
[procurement@rfanam.com.na](mailto:procurement@rfanam.com.na)

## Letter of Invitation

To whom it may concern

Procurement Number: NCS/ONB/RFA – 11/2022

03 July 2023

Dear Potential Bidder,

### PROVISION OF SECURITY CASH IN TRANSIT SERVICES AT RFA VARIOUS SITES

The ROAD FUND ADMINISTRATION invites you to submit your best quote for the services described in detail under Section II. Bidding Data Sheet (BDS).

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to [procument@rfanam.com.ng](mailto:procument@rfanam.com.ng).

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,



Scheifert Shigwedha

SECRETARY TO THE PROCUREMENT COMMITTEE

## 1. IMPORTANT NOTICE TO PARTICIPATE IN THE BID

- 1.1 RFA will evaluate bid per cluster respectively.
- 1.2 A bidder is allowed to bid for more than one cluster by indicating (please tick each cluster selection below) and completing subsequent price schedules per cluster in the Activity Schedules.
- 1.3 The award per cluster is to the most responsive bid per cluster and a bidder can be awarded more than one cluster.
- 1.4 **Very NB:** Kindly note, you must complete only one ONB in its entirety, however, the bidder must print sufficient Section IV – Priced Activity Schedules, so that the ONB is accompanied by 1x Section IV – Priced Activity Schedule for each of the cluster that the bidder is bidding for.

No:	Site Name	Address	Selection (Tick below)
<b>CLUSTER 1</b>			
1	Road Fund Administration Head office	19 & 21 Feld Street, Windhoek	
<b>CLUSTER 2</b>			
2	Walvisbay, NaTIS Office	Walvisbay, NaTIS Office	
<b>CLUSTER 3</b>			
3	Trans Kalahari RFA Office & Accommodation	Trans Kalahari Border Post	
<b>CLUSTER 4</b>			
4	Katima Mulilo RFA Office & Accommodation	Katima Mulilo Border Post	
5	Ngoma RFA Office & Accommodation	Ngoma Border Post	
<b>CLUSTER 5</b>			
6	Katwitwi RFA Office & Accommodation	Katwitwi Border Post	
7	Mohembo RFA Office & Accommodation	Mohembo Border Post	
8	Sarasungu RFA Office	Sarasungu Border Post	
<b>CLUSTER 6</b>			
9	Oshikango RFA Office & Accommodation	Oshikango Border Post	
10	Omahenene RFA Office & Accommodation	Omahenene Border Post	
11	Kasamane RFA Office & Accommodation	Kasamane Border Post	
<b>CLUSTER 7</b>			
12	Mata – Mata RFA Office & Accommodation	Mata – Mata Border Post	
13	Klein Manase RFA Office & Accommodation	Klein Manase Border Post	
<b>CLUSTER 8</b>			
14	Velloorsdrift RFA Office & Accommodation	Velloorsdrift Border Post	
15	Ariamsvlei RFA Office & Accommodation	Ariamsvlei Border Post	
16	Noordoewer RFA Office & Accommodation	Noordoewer Border Post	
<b>CLUSTER 9</b>			
17	Oranjemund RFA Office	Oranjemund Border Post	
18	Sendlingsdrift RFA Office & Accommodation	Sendlingsdrift Border Post	

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# Section I – Instructions to Bidders

# Section I. Instructions to Bidders

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## Instructions to Bidders

### A. General

1. Scope of Bid
- 1.1 The Road Fund Administration also referred to herein as the Employer invites bids for the provision of Security Cash in transit Services at RFA Various Sites, as per page (ii) of this TOR document, as described in Section III- Scope of Service and Performance Specifications.
- The contract shall be on the basis of fixed rates for an initial period of **three (3) years** renewable thereafter for an additional period of **one (1) year** subject to satisfactory performance of the Service Provider.
- 1.2 Throughout these bidding documents, the terms “in writing” means any typewritten or printed communication, including e-mail, and facsimile transmission, and “day” means calendar day. Singular also means plural.
2. Application for Review
- 2.1 Unsatisfied bidders shall follow procedures prescribed in the Public Procurement Act, 2015 and its Regulations apply for review to the Review Panel in respect of award of procurement contracts.
- 2.2 Application for Review shall be addressed to
- The Chairperson  
Review Panel  
Ministry of Finance  
Private Bag 13295  
Windhoek, Namibia
3. Corrupt or Fraudulent Practices
- 3.1 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.
- 3.2 Bidders, suppliers and public officials shall be aware of the provisions stated in the Public Procurement Act, 2015 which can be consulted on the website of the Procurement Policy Unit (PPU): [www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)
- 3.3 The Employer will reject a proposal for award if it determines that the Bidder 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;
- For the purpose of this Sub-Clause:

(i) “corrupt practice”<sup>1</sup> is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “fraudulent practice”<sup>2</sup> is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “collusive practice”<sup>3</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “coercive practice”<sup>4</sup> 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 party; and

(v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a 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.

#### 4. Eligible Bidders

4.1 The Employer may, in the course of bids evaluation, require the submission of signed statements from the bidders, certifying eligibility, in the absence of other documentary evidence establishing eligibility.

Eligibility compliance may refer to the following:

- (a) Business registration, for which evidence may include the certificate of company registration;
- (b) Tax status, for which documentation of tax registration and tax clearance are particularly relevant;
- (c) Certifications by the Bidder of the absence of a

<sup>1</sup> For the purpose of this Contract, “another party” refers to a public official acting in relation to the procurement process or contract execution.

<sup>2</sup> For the purpose of this Contract, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>3</sup> For the purpose of this Contract, “parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

<sup>4</sup> For the purpose of this Contract, “party” refers to a participant in the procurement process or contract execution.



- debarment order and absence of conflict of interest; and
- (d) Certification of status regarding conviction for any offence involving fraud, corruption or dishonesty.
- 4.2 Government-owned enterprises in the Republic of Namibia may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Employer.
- 4.3 A Service Provider 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 or thereafter, shall be disqualified.
- 4.4 A list of Bidders who are disqualified or debarred from participating in public procurement in Namibia, is available on the website of the PPU: [www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)
- 4.5 Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Employer, as the Employer shall reasonably request.
- 4.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if :
- (a) they have a controlling partner in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this bid; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical

specifications of the contract that is the subject of the Bid.

5. Qualification of the Bidder

- 5.1 Bidders shall include the information and documents listed hereunder with their bids. If, after opening of bids it is found that any document is missing the Employer may request the submission of that document subject to clause 27.1. The non-submission of the document by the Bidder within the prescribed period may lead to the rejection of its bid.
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business;
  - (b) a written authorization in the form of a power of attorney accompanying the proposal or any other evidence demonstrating that the representative signing the bid has been duly authorized to commit the Bidder.
  - (c) total monetary value of security cash in transit services performed for each of the last two years;
  - (d) experience in services of a similar nature and of similar size as far as possible, in each of the last two years, and details of services under way or contractually committed; and names and addresses of clients who may be contacted for further information on those contracts;
  - (e) major items of resources, logistics support and strategies proposed to deploy for the execution of this contract;
  - (f) qualifications and experiences of supervisory personnel proposed to ensure good performance of the service.
  - (g) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports, where applicable, or financial statements for the past two years;
  - (h) information regarding any litigation, current and during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount; and
  - (i) lists of contracts that have been terminated prior to their expiry dates in the last two years and reasons for such occurrences.
- 5.2 To qualify for award of the Contract, Bidders shall meet the following minimum qualifying criteria:
- (a) the average annual financial amount of services provided over the last two years should represent at

least half of the annual contract value or part thereof for which the Bidder is selected for award.

- (b) experience and satisfactory performance over the last two years as prime contractor in providing services on sites of similar nature as specified in the scope of service;
- (c) proposals for the timely acquisition or arrangements (of additional resources and logistics) in case the contract or part thereof is awarded;
- (d) an undertaking from the Bidder that the salaries and wages to be paid to its personnel in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.
- (e) a qualified and experienced supervisor with two years' experience in managing security cash in transit services of a comparable nature.
- (f) Meeting the margin of preference requirement.
- (g) Award will be One bidder per RFA site.

A consistent history of litigation or arbitration awards against the Bidder may result in disqualification.

- |                               |     |   |
|-------------------------------|-----|---|
| 6. Cost of Bidding            | 6.1 | The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Employer will in no case be responsible or liable for those costs.   |
| 7. Site Visit/Pre-bid Meeting | 7.1 | The Bidder, at his own responsibility and risk, is encouraged to visit and examine the site(s) and its surroundings where the services are required and obtain all information that may be necessary for preparing the bid and entering a contract for the services. The costs of visiting the site shall be at the Bidder's own expense. |

Clarification and /or additional information will be sent to bidders by, **01 August 2023**, to the e-mail address provided by bidder at the time of purchasing this bid document.

## B. Bidding Documents

8. Content of Bidding Documents
- 8.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 10:
- |             |   |
|-------------|---|
| Section I   | Instructions to Bidders                         |
| Section II  | Bidding Forms                                   |
| Section III | Scope of Service and Performance Specifications |
| Section IV  | Activity Schedule                               |
| Section V   | General Conditions of Contract                  |
| Section VI  | Schedules                                       |
- 8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections II and IV should be completed and returned with the bid in the number of copies specified in ITB Clause 18
9. Clarification of Bidding Documents
- 9.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer at the following address:
- [procurement@rfanam.com.ng](mailto:procurement@rfanam.com.ng)
- The Employer will respond to any request for clarification received earlier than **01 August 2023**. Copies of the Employer's response having any incidence in the preparation of bids will be forwarded to all those who received the bidding documents directly from the Employer, but without identifying its source.
10. Amendment of Bidding Documents
- 10.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- 10.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to those who obtain the bidding documents directly from the Employer. Prospective bidders shall acknowledge receipt of each addendum in writing to the Employer.
- 10.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend the deadline for submission of bids, as necessary in accordance with ITB Sub-Clause 20.2 hereunder.

### C. Preparation of Bids

- |                                  |  |
|----------------------------------|--|
| 11. Language of Bid              | <p>11.1 All bids, proposals and contract documents relating to the bid shall be in “English”.</p> <p>11.2 Notwithstanding the above, documents in languages other than English may be accepted with translation.</p>   |
| 12. Documents Comprising the Bid | <p>12.1 The bid submitted by the Bidder shall comprise the Technical and Financial Proposals as detailed hereunder:</p> <ul style="list-style-type: none"> <li>(a) Qualification Information Form and Documents annexed to the Bid Submission Form in Section II;</li> <li>(b) Documents listed in ITB Sub-Clause 5.1 and</li> <li>(c) Proposal as required in ITB Sub-Clause 13.1</li> <li>(d) Bid Submission Form (contained in Section II);</li> <li>(e) Price Activity Schedule (Section IV);</li> <li>(f) the following documentary evidence is required from Namibian bidders:             <ul style="list-style-type: none"> <li>I. A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement).</li> <li>II. Valid Certificate of Good Standing from the Receiver of Revenue (Tax Certificate),</li> <li>III. An original (or certified copy) of a Valid Good Standing Certificate: Social Security Commission</li> <li>IV. An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption in terms of Section 42 of the Affirmative Action Act, 1998</li> <li>V. Written undertaking in terms of section 138(2) of the Labour Acts, 2007,</li> </ul> </li> </ul> |
| 13. Technical Proposal           | <p>13.1 The Bidder shall structure the operational and technical part of its Proposal as follows:</p> <ul style="list-style-type: none"> <li>(a) Management plan</li> </ul> <p>This section should provide a brief description of the Bidder’s present activities. It should focus on services related to the Proposal.</p>  |

The Bidder should comment on its experience in similar projects and identify the person(s) representing the Bidder in any future dealing with the Employer.

(b) Resource plan

This should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Bidder's current recruitment and training policy, capabilities/facilities and any plan for their expansion.

(c) Safety and Health Policy

The Bidder should produce its Safety and Health Policy and describe the arrangements made to fulfill its obligations to ensure compliance of the duty of the employer, as defined under the Occupational Safety and Health Act and NSI Standards.

(d) Proposed Plan of Work

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed, and demonstrating how the proposed methodology meets or exceeds the requirements. The Bidder must submit a detailed staff management plan and cash in transit plan, including the number of staff, their task, and timelines for performing tasks as outlined in Section III. In addition to the above information, as a minimum, the Bidder must submit the following documentation:

- 1) number of qualified security guard staff (Male/Female) available, including their level of experience.
- 2) Must have proof of the staff training on firefighting, use of firearm, first aid training and any other training given to the security guard to execute their duties.
- 3) confirmation that the Service Provider is able to supply and manage:
  - a) The Service Provider shall ensure that cash-in-transit services are done as per RFA request and schedule respectively.
  - b) The service provider shall have a response vehicle in the vicinity of the site.
  - c) The service provider shall have a 24-hours radio control room in the area concerned.
  - d) The service provider must undertake the responsibility of any theft of RFA monies while carrying out cash-in-transit services.

- e) The service provider shall ensure that no cash-in-transit personnel shall be involved in criminal activities regarding RFA and its stake holders.
  - f) The service provider shall obtain necessary insurance policies and provide proof thereof.
  - g) The service provider shall provide any other job in connection with the cash-in-transit.
- 4) detailed staff work plans for cash in transit services, including time that staff will spend performing the tasks listed in the Scope of Service and Performance Specifications (see Section III).
  - 5) client reference list, including contact details, and
  - 6) list 3 minimum of major recent contracts (between 2017 to 2023).

It is essential for the technical proposal to comprise detailed information on the requirements listed above. Non-submission of this information or submission of incomplete information could prove to be detrimental to the Bidder's proposal in the evaluation and marks allocation of its Technical Proposal.

- 14. Bid Prices
  - 14.1 The Contract shall be for the services or part thereof, as described in Section III and based on priced activity schedules submitted by the Bidder.
  - 14.2 Bidders shall fill in prices for the items of the services described in Section III and listed in the Section IV- Activity Schedule.
  - 14.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 14 days prior to the deadline for submission of bids, shall be included in the total bid price.
  - 14.4 Prices shall be fixed and inclusive of all taxes, end-of –the year bonus and gratuities as well as any increase that may be awarded by government during the contract period.
- 15. Contract Price
  - 15.1 The total amount contained in the Activity Schedule shall be brought forward in the Financial Bid Form as a lump sum in Namibian Dollars.
  - 15.2 Bidders may be required by the Employer to substantiate that the amounts included in the Lump Sum are reasonable and responsive to ITB Sub-Clause 5.2 (d).
- 16. Bid Validity
  - 16.1 Bids shall remain valid for the period of **180 days** after the closing date for submission of bids.
  - 16.2 In exceptional circumstances, the Employer may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing. A Bidder may refuse the request without having the Bid Securing Declaration executed. A Bidder agreeing to the request will not be required or

permitted to otherwise modify the bid.

18. Format and  
Signing of Bid

18.1 The Bidder shall prepare **one (1) original set** of the documents comprising the Technical and Financial Proposals as described in ITB Clause 12. In addition, the Bidder shall submit one set of accompanying documents as listed in ITB Sub-Clause 5.1. In the event of discrepancy between them, the original shall prevail.

18.2 The original of the bid shall be typed or written in indelible ink and shall be **signed by a person or persons duly authorized to sign on behalf of the Bidder**, pursuant to ITB Sub-Clauses 5.1(b). All pages of the bid, where entries or amendments have been made, shall be initialed by the person or persons signing the bid.

#### D. Submission of Bids

19. Sealing and  
Marking of  
Bids

19.1 The Bidder shall seal the original and all copies of the Bid in one envelope.

19.2 The envelope shall:

(a) bear the name and address of the Bidder;

(b) be addressed to:

**Attention: Procurement Management Unit  
Address: Road Fund Administration  
Head Office  
Feld Street 21  
Private Bag 13372  
Windhoek, Namibia**

(c) bear the name and identification number of the Contract as defined in the Invitation to bid; and

(d) provide a warning not to open before the specified time and date for Bid Opening as mentioned in ITB Clause 23.1.

19.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the bid.



20. Deadline for Submission of Bids
- 20.1 Bids shall be delivered to the Employer at the address specified above not later than 11 August 2023 by no later than 11:00.
- 20.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 10, in which case all rights and obligations of the Employer and the Bidders previously subject to the original deadline will then be subject to the new deadline.
21. Late Bids
- 21.1 Any bid received by the Employer after the deadline prescribed in ITB Clause 20 will be returned unopened to the Bidder.
22. Modification and Withdrawal of Bids
- 22.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 20.
- 22.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL," as appropriate.
- 22.3 No bid may be modified after the deadline for submission of bids.
- 22.4 Withdrawal of a bid between the deadline for submission of bids and the expiration of the period of bid validity specified in Clause 16.1 or as extended pursuant to ITB Sub-Clause 16.2 shall result in execution of the Bid Securing Declaration pursuant to ITB Clause 17.
- 22.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting bid modifications in accordance with this clause or included in the original bid submission.

### E. Bid Opening and Evaluation

23. Bid Opening-
- 23.1 The Employer will open the bids, including modifications made pursuant to ITB Clause 22, in the absence of the Bidders' representatives. The list of bids received, and summary thereof will be sent via e-mail address indicated at the bid buying register two days after opening bids, at 21 Feld Street, Ausspannplatz, Windhoek, 258, 11 August 2023, immediately after opening at 11:00 .
- 23.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 22 shall not be opened.

- 23.3 The Bidders' names, the bid prices and the total amount of each bid, any discounts, bid modifications and withdrawals, the presence or absence of the subscription to Bid Securing Declaration in the Bid Submission Form, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at Bid Opening except for the late bids pursuant to ITB Clause 21; Bids and modifications sent pursuant to ITB Clause 22 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.
- 23.4 The Employer will prepare minutes of the Bid Opening, including the information disclosed to those present in accordance with ITB Sub-Clause 23.3.
24. Confidentiality 24.1 Information relating to the examination, clarification, evaluation, comparison of bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other person not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of bids or award decisions, may result in the rejection of his bid.
25. Clarification of Bids 25.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing via e-mail or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 29.
- 25.2 Subject to ITB Sub-Clause 25.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the Bid Opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.
- 25.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

26. Examination of Bids and Determination of Responsiveness
- 26.1 Prior to the detailed evaluation of bids, the Employer will determine whether each bid:
- (a) meets the eligibility criteria defined in ITB Clause 4;
  - (b) has been properly signed; and
  - (c) is substantially responsive to the requirements of the bidding documents.
- 26.2 A substantially responsive bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:
- (a) which affects in any substantial way the scope, quality, or performance of the Services;
  - (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or
  - (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive bids.
- 26.3 If a bid is not substantially responsive, it shall be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
27. Errors and Omission
- 27.1 In the examination of substantially responsive bids, the Public Entity shall distinguish between errors and omissions that are properly subject to correction and those that are not. A Bidder should not be automatically disqualified for not having presented complete information, either unintentionally or because the requirements in these bidding documents were not sufficiently clear. Provided that the error or omission in question is subject to correction –generally a situation arising in the context of issues relating to data, information of a factual or historical nature, or issues that do not affect the principle that bids should be substantially responsive, the Public Entity must permit the Bidder to promptly provide the missing information or correct the mistake. However, there are certain basic errors or omissions which, because of their nature are not subject to correction. Examples of these are failure to sign a bid or submit a guarantee. Furthermore, the Bidder may not be permitted to correct errors or omissions that alter the substance of an offer, constitute material deviation or reservation, or in any way improve it.

28. Comparison of Technical Proposal
- 28.1 The Technical Proposals shall be evaluated as per a marking system as indicated in Section VI- Schedule. Only those having scored the minimum pass marks or more, shall be retained for the financial evaluation.
29. Correction of Errors
- 29.1 Bids determined to be substantially responsive shall be checked by the Public Entity for any arithmetic error. Errors shall be corrected by the Public Entity as follows:
- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
  - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.
- 29.2 The amount stated in the bid shall be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the bid shall be rejected, and the Bid Securing Declaration exercised in accordance with ITB Sub-Clause 17.2.
30. Evaluation and Comparison of Financial Proposals
- 30.1 The Employer will evaluate and compare only those bids that have scored the minimum pass mark.
- 30.2 In evaluating the bids, the Employer will determine for each bid the evaluated bid price by adjusting the bid price as follows:
- (a) making any correction for errors pursuant to ITB Clause 33; and
  - (b) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 22.5.
- 30.3 The prices shall be compared as per lowest to highest quote.

## F. Award of Contract

31. Award Criteria 31.1 Subject to ITB Clause 32, the Employer will award the Contract to the Bidder whose bid has been determined to be substantially responsive to the bidding documents and who has scored the highest marks per **site and ad hoc rate per hour for external site, as a whole**, provided that such Bidder has been determined to be:
- (a) eligible in accordance with the provisions of ITB Clause 4, and
  - (b) qualified in accordance with the provisions of ITB Sub-Clause 5.2.
32. Employer's Right to Accept any Bid and to Reject any or all Bids 32.1 Notwithstanding ITB Clause 31, the Employer reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
33. Notification of Award and Signing of Agreement 33.1 Prior to the expiration of the period of bid validity, the Employer shall, for contract amount above the prescribed threshold, notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to challenge and Appeal the Employer shall notify the selected Bidder, in writing, by a Letter of Acceptance for award of contract. It will state the sum that the Employer will pay to the Service Provider in consideration of the execution of the services by the Service Provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price"). Within seven days from the issue of Letter of Acceptance, the Employer shall publish on the Public Procurement Portal [www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit) and the Employer's website, the results of the Bidding Process.
- 33.2 The notification of award will constitute the formation of the Contract.
- 33.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder along with the Letter of Acceptance. Within 30 days of receipt of the Contract, the successful Bidder shall sign the Contract and return it to the Employer, together with the required Performance Security pursuant to Clause 34.

35. Debriefing      35.1 The Employer shall promptly attend to all requests for debriefing for the contract, made in writing, and within 30 days from the date of the publication of award or date the unsuccessful bidders are informed about the award.

## Section II – Bidding Forms

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## Section II: Bidding Data Sheet

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. General	
ITB 1.1	<p>The Public Entity is Road Fund Administration (RFA)</p> <p>Provision of service is to the RFA</p> <p>The name and identification of the Contract are Provision of Security Cash-in-transit Services at various RFA Sites</p>
ITB 1.2	<p>The Intended Contract Period is 36 months (3-years) from day of award, with extension for a possible 12 months (1 year), subject to satisfactory performance.</p> <p>The contract shall be based on fixed rates as per pricing schedule for Year 1, Year 2, and Year 3, and or Year 4, with escalation estimates of national rate inflation per respective year.</p>
ITB 5.2(a)	Pre-qualifications have not been carried out. Hence bidders will be required to submit all necessary documents are indicated in ITB 5.3 below.
ITB 5.3	Refer to Section III: Evaluation Criteria.
ITB 5.3(b)	<p>This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney.</p> <p>The name and position held by each person signing the authorization must be typed or printed below the signature.</p> <p>Note: The power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose.</p>
ITB 5.4	Joint Ventures are not allowed.
ITB 5.5	<p>All the qualification criteria in Sub-Clause 5.5 applies with the following additions:</p> <ul style="list-style-type: none"> <li>• Submit a list of 3 references from previous completed contracts or current contracts where 70% of the contract scope has been completed (proof).</li> <li>• Submit CV of security guards</li> </ul>



ITB 5.5(a)	Not Applicable
ITB 5.5(b)	Refer to Part 2: Activity Schedule
ITB 5.5(c)	Refer to Part 2: Activity Schedule

ITB 5.5(e)	Not Applicable
ITB 5.6	Subcontracting is not allowed.
<b>B. Bidding Data</b>	
ITB 8.1 (b)	<p>No site meeting will be held. However, a bid clarification meeting will be held at 11H00 on Thursday, 6<sup>th</sup> July via MS Teams. The link is: <a href="#">Click here to join the meeting</a></p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjA4MzMwMDQtMmZhYi00ZTc5LTg4M2MtZDc4YmNkMTBkMzFk%40thread.v2/0?context=%7b%22Tid%22%3a%22c5c09688-2e0d-40af-af7a-6ca9f6fa9a7e%22%2c%22Oid%22%3a%22c3379908-c9ee-47b4bd4c-1b2953d285e5%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjA4MzMwMDQtMmZhYi00ZTc5LTg4M2MtZDc4YmNkMTBkMzFk%40thread.v2/0?context=%7b%22Tid%22%3a%22c5c09688-2e0d-40af-af7a-6ca9f6fa9a7e%22%2c%22Oid%22%3a%22c3379908-c9ee-47b4bd4c-1b2953d285e5%22%7d</a></p> <p>Meeting ID: 377 691 211 099 Passcode: zHdcgw</p>
ITB 9.2 and 19.1	<ul style="list-style-type: none"> <li>• The number of copies of the Bid to be completed and returned shall be one (1) original complete document.</li> <li>• No copies required.</li> </ul>
<b>C. Preparation of Bids</b>	
ITB 10.1	<p>Clarification questions must be submitted in writing only to the Head of Procurement:</p> <p><a href="mailto:procurement@rfanam.com">procurement@rfanam.com</a></p> <p>The deadline to seek clarifications is Friday, 28<sup>th</sup> July 2023.</p>
ITB 13.1(g)	There are no additional materials required to be completed and submitted. Bidders may provide pictures of proof of things they want to be considered in the evaluation of the bid.
ITB 14.1	Local inputs shall be quoted in Namibian Dollars Only.
ITB 14.4	The Contract is not subject to price adjustment in accordance with Sub-Clause 6.6 of the Conditions of Contract.
ITB 16.1	The period of Bid validity shall be 180 days after the deadline for Bid submission specified in the BDS.
ITB 17.1	Bid shall include a Bid Security Declaration for 180 days using the form included in Section III, Bidding Forms.
ITB 17.3	Bidding security is not applicable for this bid.
ITB 18.1	Alternative bids are not permitted.

ITB 18.2	Alternative times for completion are not permitted.
ITB 18.4	Alternative technical solutions shall not be permitted.
<b>D. Submission of Bids</b>	
ITB 21.1	The deadline for submission of bids shall be Friday, 11 <sup>th</sup> August 2023 at 11:00.

<b>E. Bid Opening and Evaluation</b>	
ITB 24.1	The bid opening shall take place at: Road Fund Administration, 21 Feld Street, Windhoek  Date: 11 August 2023; Time: immediately after 11:00 am opening
ITB 32.1	Margin of preference applies; the application methodology shall be defined in Section IV – Evaluation and Qualification Criteria.
<b>F. Award of Contract</b>	
ITB 36.1	The Advance Payment is <b>not applicable</b> in this contract.
ITB 37.1	Arbitration will be as per the Laws of Namibia. The arbitration procedures of the following institutions will be used:  “Following notice of intention to commence arbitration issued by either party, an Arbitrator shall be appointed by both parties to the dispute or in any case of disagreement, by an Arbitrator to be appointed by a judge in Chambers of Namibia. The Arbitrator fees will be borne by the losing party. Any decision of the Arbitrator shall be final and binding to both parties”.
ITB 20.2	The Employer’s address for the purpose of Bid submission is Attention: Procurement Management Unit Address: Road Fund Administration Head Office Feld Street 21 Private Bag 13372 Windhoek, Namibia

## Bid Submission Form

Date.....:

To:.....[name and address of Employer]

- (a) Having examined the bidding documents [including .....addenda], we offer to execute the.....[name and identification number of Contract] in accordance with the Conditions of Contract, Scope of Service and Performance Specifications and the Activity Schedules accompanying this bid for the Contract Price of N\$.  
.....[Insert the total bid Price in words and figures, indicating the various amounts in Namibian Dollars only];
- (b) This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you receive.
- (c) We hereby confirm that this proposal complies with the bid validity required by the bidding documents.
- (d) We have read and understood the content of the Bid Securing Declaration form contained in Section II and subscribe fully thereto. We further understand that this declaration shall be construed as a signed Bid Securing Declaration which could lead to disqualification on the grounds mentioned therein.
- (e) We confirm that the salaries and wages payable to our personnel in respect of this proposal are in compliance with the relevant Laws, Remuneration Order and Award, where applicable and that we shall abide with the provisions of sub clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.
- (f) Commissions or gratuities, if any, paid or to be paid by us to agents relating to this bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

*[if none, state "none"]*

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

*[ Company's seal]*

**BID SECURING DECLARATION**  
**(Section 45 of Act)**

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

**Date:** .....

**Procurement Ref No.:** .....

**To: Road Fund Administration**

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 \_\_\_\_\_, \_\_\_\_\_

/

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.]



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.: NCS/ONB/RFA – 11/2022

Procurement Description: PROVISION OF SECURITY CASH IN TRANSIT SERVICES AT RFA VARIOUS SITES

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.

## Qualification Information

1. Individual Bidders
- 1.1 Constitution or legal status of Bidder: *[attach copy]*  
 Place of registration: *[insert]*  
 Principal place of business: *[insert]*  
 Power of attorney of signatory of bid or alternative acceptable evidence: *[attach]*
- 1.2 Total annual volume (amount in Namibian Dollars) of services performed in each of the last three years: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of services of a similar nature over the last three years. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			
(c)			
(d)			
(e)			

- 1.4 Major items of Equipment and logistics proposed for carrying out the Services. List all information requested below. Refer also to ITB Sub-Clause 5.2(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			
(c)			
(d)			
(e)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to ITB Sub-Clause 5.2(d) and GCC Clause 4.



Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			
(c)			
(d)			
(e)			

1.6 Proposed subcontracts and firms involved.

Sections of the Services	Value of subcontract	Subcontractor (Name and address)	Experience in providing similar Services
(a)			
(b)			
(c)			
(d)			
(e)			

1.7 Financial reports for the last two years: balance sheets, profit and loss statements, auditors' reports, Financial Statements etc. List below and attach copies.

1.8 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Employer.

1.9 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			
(c)			
(d)			
(e)			

1.10 Statement of compliance with the requirements of ITB Sub-Clause 4.1.

2. Additional Requirements

2.1 Bidders should provide any additional information required in the ITB and to fulfill the requirements of ITB Sub-Clause 5.1, if applicable.

## Part II – Activity Schedule

## Section III – Scope of Service and Performance Specifications

### A. Cash in transit Services

#### 1. Disclaimer

##### 1.1 The Road Fund Administration reserves the right:

- a) conduct supplier due diligence prior to final award or at any time during the contract period;
- b) initiate necessary action against defaulting suppliers and contracts;
- c) not permit a bidder or supplier to receive a procurement award / contract on grounds of outstanding delivery default (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver;
- d) to award based on faster delivery time; and
- e) terminate if the supplier fails to deliver any or all the Goods within the period specified

#### 2. Background

2.1 RFA manages 3 regional offices and 18 border post across the breadth and width of the country, where most of the collection and monitoring of road user charges takes places.

2.2 An appointment of a professional, capable, and suitably experienced Namibian company to provide office security cash in transit services for a period of two (2) years with an option of renewal for an additional year at its:

- |   |                             |
|---|-----------------------------|
| a) Road Fund Administration Head office | g) Katima Mulilo RFA Office |
| b) Ariamsvlei RFA Office                | h) Ngoma RFA Office         |
| c) Noordoewer RFA Office                | i) Omahenene RFA Office     |
| d) Trans Kalahari RFA Office            | j) Kasamane RFA Office      |
| e) Oranjemund RFA Office                | k) Katwitwi RFA Office      |
| f) Oshikango RFA Office                 | l) Mohembo RFA Office       |
|   | m) Sarasungu RFA Office     |
|   | n) Mata – Mata RFA Office   |

- o) Klein Manase RFA Office
- p) Velloorsdrift RFA Office
- q) Sendlingsdrift RFA Office
- r) Walvisbay, RFA Office

### 3. Duration of Contract

- 3.1 The contract period is for initial 3 years with an additional 1 year shall be awarded to one service provider per site(s) within the radius of the domicile of the RFA site or regional per domicile.
- 3.2 Bidder can participate for more than. Must submit one (1) bid document for one site.
- 3.3 Award is for one (1) bidder Per site. One (1) bidder cannot be awarded more than one site unless there are no other responsive bids for the specific site.

### 4. Purpose of the service

- 4.1 The **Road Fund Administration** herein referred to as the Employer requires the Service Provider to provide general security cash in transit services to its **sites mentioned in 2.2** to the highest industry standards and not less than in accordance with the minimum service levels outlined below.
- 4.2 It is for the Service Provider to determine its cash in transit services strategy in terms of human resource and equipment to deploy within the working hours that are indicated by the Employer except for those sites where the Employer has clearly made request for security guards to be in attendance on site on a continuous basis. Section VI- Schedules contains the details of labour force and working hours of the Service Provider who is presently providing the services for information.

### 5. Scope of works

The scope of the contract is detailed below.

- 5.1 The Service Provider shall ensure that cash-in-transit services are done per RFA requirement per site. (Frequency to be agreed upon between the two parties).
- 5.2 The service provider shall have a response vehicle in the domicile of the site.
- 5.3 The service provider shall have a 24-hours radio control room in the area concerned.
- 5.4 The service provider must undertake the responsibility of any theft of RFA monies while carrying out cash-in-transit services.
- 5.5 The service provider shall ensure that no cash-in-transit personnel shall be involved in criminal activities regarding RFA and its stake holders.
- 5.6 The service provider shall obtain necessary insurance policies.
- 5.7 The service provider shall provide any other job in connection with the cash-in-transit.

#### 6. CASH-IN-TRANSIT EQUIPMENT AND CONSUMABLES

6.1 The service provider shall make available, at its own cost, all necessary equipment, machinery, and materials as required to adequately perform the services including but not limited to:

- a) Money Bags with serial numbers and dual lock (sealed with padlock or double seal)
- b) Money Boxes
- c) Till drop bags
- d) Metal/poly seal
- e) Baton stick per guard
- f) Pepper spray per guard
- g) Two-way radio per guard
- h) Firearm per guard
- i) Protected vehicle

#### 7. DAYS AND TIME OF CASH-IN-TRANSIT SERVICES

7.1 The service provider should provide services as per the request and schedule for RFA. Schedule and request will be communicated to the successful bidder(s).

#### 8. CASH-IN-TRANSIT EQUIPMENT AND CONSUMABLES

8.1 The service provider shall make available, at its own cost, all necessary equipment, machinery, and materials as required to adequately perform the services including but not limited to:

- a) Money Bags with serial numbers and dual lock (sealed with padlock or double seal)
- b) Money Boxes
- c) Till drop bags
- d) Metal/poly seal
- e) Baton stick per guard
- f) Pepper spray per guard
- g) Two-way radio per guard
- h) Firearm per guard
- i) Protected vehicle

#### 9. POST CONTRACT EVALUATION REPORT

9.1 After the completion of the contract period, the Employer shall prepare a performance report that shall reflect the service level based on recorded facts. A copy of the report shall be forwarded to the Service Provider for its information and allowing the latter at the same time the possibility to express its disagreement with the report, if any. A copy of the report and response of the Service Provider shall be kept in the procurement file for all intent and purposes.

## 10. REQUIREMENTS FOR SERVICE PROVIDER'S STAFF AND LABOUR

10.1 The Service Provider shall provide uniforms whose pattern and colour shall be approved by the Employer. For each person, the uniform should mainly consist of two sets of safari suits and one pair of shoes.

10.2 It shall also comply with the related legislations in respect of wages, leave entitlement and pension contributions for its personnel.

## B. PERFORMANCE MONITORING

### 1. Objective:

1.1 The Representatives of the Employer and the Service Provider shall meet at top management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the service.

### 2. Management Meetings

2.1 The representatives of the Employer shall, after consultation with the Service Provider, set up a Management Committee comprising Employer's representatives who are involved in one way or the other in the administration of security cash in transit services at the organizational or regional levels, and the supervisory staff of the Service Provider who are responsible for the sites that have been entrusted to the Service Provider. There shall be separate committee arrangements where the contract of the Public Entity has been awarded to two or more Service Providers.

2.2 Management meetings are meant to review on the services provided to the organization as a whole and they are not meant to substitute the regular consultations and meetings that are usually held at regional or section level for day to day matters.

2.3 The scope of the Committee(s) shall be for:

- (a) reviewing major shortcomings that have occurred on the sites in the past months and measures taken thereon.
- (b) taking cognizance of complaints made by the Employer's representatives and action taken by the Service Provider.
- (c) attending to weaknesses in respect of facilities deployed by the Service Provider on the sites and need for improvement.
- (d) assessing the arrangements made by the Service Provider in terms of human resource and logistics; and

- (e) attending to other matters related to contractual obligations of the Service Provider(s).

2.4 Appropriate records of the Management Meetings shall be kept by the Employer.

### 3. POST CONTRACT EVALUATION REPORT

- 3.1 After the completion of the contract period, the Employer shall prepare a performance report that shall reflect the service level based on recorded facts. A copy of the report shall be forwarded to the Service Provider for its information and allowing the latter at the same time the possibility to express its disagreement with the report, if any. A copy of the report and response of the Service Provider shall be kept in the procurement file for all intent and purposes.

## Section IV – Priced Activity Schedules

Procurement Reference No: NCS/ONB/RFA – 11/2022

1. Security Cash in transit Services

- 1.1 The rate does not include transport allowance, insurance, and other incentive from service provider. Wherefore service provider to indicate allowances in company profile.
- 1.2 The rate per collection will be used to determine total amount for the number of guards RFA will require.
- 1.3 RFA will determine frequency services per site.
- 1.4 Prices shall **NOT** be adjustable for the duration of the contract. Therefore, should be inclusive of any increase for the duration of the contract.
- 1.5 **STRIKE OUT THE CLUSTER YOU ARE NOT PARTICIPATING IN.**



**YEAR 1**QUOTATION GUIDANCE TABLE: CLUSTER 1Road Fund Administration Head office 19 & 21 Feld Street, Windhoek

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 2Walvisbay, NaTIS Office Walvisbay, NaTIS Office

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

Name:		Signature:	
-------	--	------------	--

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

QUOTATION GUIDANCE TABLE: CLUSTER 3Trans Kalahari RFA Office & Accommodation – Trans Kalahari Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 4Katima Mulilo RFA Office & Accommodation – Katima Mulilo Border PostNgoma RFA Office & Accommodation – Ngoma Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 5Katwitwi RFA Office & Accommodation Katwitwi Border PostMohembo RFA Office & Accommodation Mohembo Border PostSarasungu RFA Office Sarasungu Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 6Oshikango RFA Office & Accommodation Oshikango Border PostOmahenene RFA Office & Accommodation Omahenene Border PostKasamane RFA Office & Accommodation Kasamane Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 7

Mata – Mata RFA Office &amp; Accommodation    Mata – Mata Border Post

Klein Manase RFA Office &amp; Accommodation    Klein Manase Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 8

Velloorsdrift RFA Office &amp; Accommodation    Velloorsdrift Border Post

Ariamsvlei RFA Office &amp; Accommodation    Ariamsvlei Border Post

Noordoewer RFA Office &amp; Accommodation    Noordoewer Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 9Oranjemund RFA Office    Oranjemund Border PostSendlingsdrift RFA Office & Accommodation    Sendlingsdrift Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

**YEAR 2**QUOTATION GUIDANCE TABLE: CLUSTER 1

Road Fund Administration Head office 19 &amp; 21 Feld Street, Windhoek

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 2

Walvis Bay, NaTIS Office Walvis Bay, NaTIS Office

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 3Trans Kalahari RFA Office & Accommodation – Trans Kalahari Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 4Katima Mulilo RFA Office & Accommodation – Katima Mulilo Border PostNgoma RFA Office & Accommodation – Ngoma Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 5

Katwitwi RFA Office & Accommodation Katwitwi Border Post

Mohembo RFA Office & Accommodation Mohembo Border Post

Sarasungu RFA Office Sarasungu Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 6

Oshikango RFA Office & Accommodation Oshikango Border Post

Omahenene RFA Office & Accommodation Omahenene Border Post

Kasamane RFA Office & Accommodation Kasamane Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						



Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 7Mata – Mata RFA Office & Accommodation      Mata – Mata Border PostKlein Manase RFA Office & Accommodation      Klein Manase Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 8Verloorsdrift RFA Office & Accommodation      Verloorsdrift Border PostAriamsvlei RFA Office & Accommodation      Ariamsvlei Border PostNoordoewer RFA Office & Accommodation      Noordoewer Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 9

Oranjemund RFA Office Oranjemund Border Post

Sendelingsdrift RFA Office & Accommodation Sendelingsdrift Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

**YEAR 3**QUOTATION GUIDANCE TABLE: CLUSTER 1Road Fund Administration Head office 19 & 21 Feld Street, Windhoek

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 2Walvis Bay, NaTIS Office Walvis Bay, NaTIS Office

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 3Trans Kalahari RFA Office & Accommodation – Trans Kalahari Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 4Katima Mulilo RFA Office & Accommodation – Katima Mulilo Border PostNgoma RFA Office & Accommodation – Ngoma Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 5Katwitwi RFA Office & Accommodation Katwitwi Border PostMohembo RFA Office & Accommodation Mohembo Border PostSarasungu RFA Office Sarasungu Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 6Oshikango RFA Office & Accommodation Oshikango Border PostOmahenene RFA Office & Accommodation Omahenene Border PostKasamane RFA Office & Accommodation Kasamane Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 7

Mata – Mata RFA Office &amp; Accommodation      Mata – Mata Border Post

Klein Manase RFA Office &amp; Accommodation      Klein Manase Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 8

Verloorsdrift RFA Office &amp; Accommodation      Verloorsdrift Border Post

Ariamsvlei RFA Office &amp; Accommodation      Ariamsvlei Border Post

Noordoewer RFA Office &amp; Accommodation      Noordoewer Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure Service Fee Rate	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
Total						

Priced Activity Schedule Authorised By:

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

QUOTATION GUIDANCE TABLE: CLUSTER 9Oranjemund RFA Office – Oranjemund Border PostSendelingsdrift RFA Office & Accommodation – Sendelingsdrift Border Post

Item No	Brief Description of Services	Quantity	Unit of Measure <i>Service Fee Rate</i>	Unit Rate Price	Total Unit Rate Price (VAT Exclusive)	Total Unit Rate Price (VAT Inclusive)
1.	Cash in Transit Services	1	Rate			
<b>Total</b>						

Priced Activity Schedule Authorised By:

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

## Section VI – Schedules

This section contains supplementary criteria that the Employer shall use to evaluate bids.

### 1. Table Cash In Transit Services:

	Site Description	Site Location	Bank site location	Services	Amount per collection
1	Windhoek Head office	21 Feld Street, Ausspannplatz Windhoek	Windhoek	Collections for banking as specified in the contract for the successful bidder	<ul style="list-style-type: none"> <li>• Service provider to indicate detailed rate for one collection (to include the kilometer traveled if necessary)</li> <li>• Provide ad hoc collection rate.</li> <li>• Indicate the insurance cover plan for the services of its employees and assets as per RFA requirements.</li> </ul>
2	Omahenene CBC/MDC Office	Omahenene Border Post,	Outapi or Ruacana		
3	Kashamane CBC/MDC Office	Kashamane Border Post	Okalongo		
4	Oshikango CBC/MDC Office	Oshikango Border Post	Oshikango		
5	Katwitwi CBC/MDC Office	Katwitwi Border Post	Nkurenkuru		
6	Sarasungu CBC/MDC Office	Sarasungu Border Post	Rundu		
7	Katima Mulilo CBC/MDC Office	Katima Mulilo Border Post	Katima Mulilo		
8	Ngoma CBC/MDC Office	Ngoma Border Post	Katima Mulilo		
9	Mohembo CBC/MDC Office	Mohembo Border Post	Divundu		
10	Trans-Kalahari CBC/MDC Office	Trans-Kalahari Border Post	Buitepos/ Gobabis		
11	Mata-Mata CBC /MDC Office	Mata – Mata Border Post	Keetmanshoop		
12	Klein Menasse	Klein Menasse	Keetmanshoop		



	CBC/MDC Office	Border Post			
13	Ariamsvlei CBC/MDC Office	Ariamsvlei Border Post	Aussenkehr / Keetmanshoop		
14	Velloorsdrift CBC/MDC Office	Velloorsdrift Border Post	Aussenkehr/ Keetmanshoop		
15	Noordoewer CBC/MDC Office	Noordoewer Border Post	Aussenkehr		
16	Sendelingsdrift CBC/MDC Office	CBC/MDC Border Post	Rosh Pinah		
17	Swartkop CBC/MDC Office	Oranjemund	Rosh Pinah/ Lüderitz		
18	Walvisbay CBC/MDC Office	Walvisbay NaTIS Office	Walvisbay		

- 1.1 The Contact Price shall be the Total inclusive of the VAT times the number of months of the complete contract period. This amount should be inserted in the Financial Bid. Service Providers should indicate if they are VAT registered or not.

## 2. Evaluation

In addition to the criteria listed in ITB 33 the following criteria shall apply:

- a) RFA may request additional information, clarifications, or verification in respect of any information contained in or omitted from a service provider's tender. This information will be requested in writing.
- b) RFA will conduct due diligence on any service provider, which may include interviewing customer references or other activities to verify a service provider's or other information and capabilities (including visiting the service provider's premises).
- c) Service provider will be obliged to provide RFA with all necessary access, assistance, and/or information which RFA may reasonably request and to respond within the given time frame set by RFA.
- d) RFA will evaluate the bids with reference to requirements of Public Procurement Act 15 of 2015, Procurement Regulation and RFA's set and approved evaluation criteria as indicated below.

## 3. Mandatory Checklist

- a) The Public Procurement Regulation and RFA has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by service provider for RFA to accept a tender for evaluation.
- b) Failure to comply with mandatory documents will lead to automatic disqualifications.

No.	Mandatory Requirements	Tick (if attached)
1	A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement). Certificate must be valid as at the date of bid submission.	
2	Valid Certificate of Good Standing from the Receiver of Revenue (Tax Certificate). Certificate must be valid as at the date of bid	

	submission.	
3	An original (or certified copy) of a Valid Good Standing Certificate: Social Security Commission Certificate must be valid as at the date of bid submission.	
4	An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption in terms of Section 42 of the Affirmative Action Act, 1998. Certificate must be valid as at the date of bid submission.	
5	Written undertaking in terms of section 138(2) of the Labour Acts, 2007. Certificate must be valid as at the date of bid submission.	

Note: In the case of Joint Ventures (JV), each JV partner must comply with item above.

#### 4. Functionality Evaluation Criteria

- 4.1 The Road Fund Administration will follow a two-phase process. Service Providers qualifying from Phase 1 will be evaluated according to the criteria in Phase 2.
- 4.2 In Phase 1, Service Providers will be assessed in terms of security cash in transit services, management experience in a similar environment, financial stability, and operational capacity to carry out the assignment.
- 4.3 Only Service Providers scoring 50 points and more will be considered for Phase 2.
- 4.4 In Phase 2, service providers will be ranked according to price quoted (from lowest to highest.)

#### 5. Functionality Evaluation – Phase 1 – Cluster

No	Criteria	Documents Required & Qualification Criteria	Points
1	Management Competence	a) Policy and arrangement to comply with Safety and Health at Work <ul style="list-style-type: none"> <li>• Safety Policy provided = 5</li> <li>• No Safety Policy provided = 0</li> </ul>	5

2	Company Credentials	<p>a) Bidder must operate a company registered for provision of security services (company documents, registration/founding statement submitted with the bid document must ascertain the services provided).</p> <ul style="list-style-type: none"> <li>• Indication of Security services key business principal = 5</li> <li>• Not indicated = 0</li> </ul> <p>b) Proof of insurance (fidelity) coverage against any security related risks (minimum N\$ 2,000,000.00).</p> <ul style="list-style-type: none"> <li>• Indication of Security services key business principal = 20</li> <li>• Not indicated = 0</li> </ul> <p>c) Submit proof of registration with SAN (Security Association of Namibia)</p> <ul style="list-style-type: none"> <li>• Proof of SAN attached = 10</li> <li>• No cv attached = 0</li> </ul>	35
3	Company Experience Company experience in security cash in transit services	<p>Submit minimum 3 reference letters (with the period of 2017 – 2023) on company letterheads from previous completed related contracts or current contracts.</p> <p>Experience is in accumulative years.</p> <ul style="list-style-type: none"> <li>• Less than 1 years = 5</li> <li>• 2 year = 10 points</li> <li>• 3 years = 15 points</li> <li>• 4+ years = 20 points</li> </ul>	20
4	Tools & Equipment	<p>a) Submission of Equipment = 7 Points</p> <ul style="list-style-type: none"> <li>• Money Bags with serial numbers and dual lock (sealed with padlock or double seal) (0.5)</li> <li>• Money Boxes (0.5)</li> <li>• Till drop bags (0.5)</li> <li>• Metal/poly seal (0.5)</li> <li>• Baton stick per guard (0.5)</li> <li>• Pepper spray per guard (1)</li> <li>• Two-way radio per guard (0.5)</li> <li>• Firearm per guard (1)</li> <li>• Protected vehicle (3)</li> </ul> <p>b) Submission of work gear = 2 points</p> <ul style="list-style-type: none"> <li>• Uniforms</li> </ul>	10

		<ul style="list-style-type: none"> <li>• Name tags</li> <li>• Safety protective gear</li> </ul> <p style="color: red;">Bidder must show the items by way of:</p> <ul style="list-style-type: none"> <li>- Vehicle registration number</li> <li>- Declaration on the tools owned by company.</li> </ul> <p style="color: red;">EXCEEDING REQUIREMENTS WILL NOT GAIN ADDITIONAL POINTS.</p>	
		TOTAL POINTS	70

## 6. Financial Evaluation – Phase 2

6.1 Bids achieving a combined evaluation score below 49 will be deemed nonresponsive and will not be further considered.

6.2 The prices shall be compared as per a marking system. The lowest financial proposal (Fm) will be given the maximum mark (Sm) allocated to financial proposals and the marks shall be computed as follows:

$$S = S_m \times F_m/F$$

6.3 Where F is the price of the proposal under consideration.

(Example: if the price quoted by the lowest bidder is N\$. 250 000 and the maximum marks allocated for the Financial Proposal is 30 marks, the lowest bidder gets 30 marks and a bidder having quoted N\$. 300 000 gets (N\$ 250 000/ N\$ 300 000) x 30, that is, 25 marks and so on and so forth for the other bidders).

6.4 Ranking of the bids shall be made in the order of the highest marks after adding the technical score to the financial score.

6.5 CODE OF GOOD PRACTICE ON PREFERENCE REFERRED TO IN SECTION 71 AND 72 OF PUBLIC PROCUREMENT ACT, 2015

6.5.1 This code of good practice aims to - promote, facilitate, and strengthen measures to implement the empowerment and industrialization policies of the Government by providing a framework for the application of preferences and reservations under the Act without compromising standards of goods, works and services and value for money; grant exclusive preferences to categories of local suppliers through reservation of certain procurement of goods, works and services.

6.6 HOW MARGINS OF PREFERENCE MUST BE APPLIED TO DIFFERENT NATURE OF PROCUREMENTS - Paragraph 10(5)

Procurement	Margin of Preference
Namibian Shareholding	3%
Service Rendered by Namibians (key Personnels) 1. Indicate more than 60 % of Namibian employees within the service provider organization, company I.D Copies, CV of employees attached.	2%
Service rendered by Namibian Employees 2. Declaration on employing more than 80% Namibians at site.	3%
Women Owned Enterprise - IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership	1%
MSME 3. Declaration indicating the percentage of Namibian MSME ownership Women owned enterprise	1%
<b>Total</b>	<b>10%</b>

6.7 MARGINS OF PREFERENCES APPLICABLE FOR EXCLUSIVE PREFERENCES TO LOCAL SUPPLIERS

6.7.1 The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

6.7.2 The Board or public entity, when evaluating bids for exclusive preference must apply the margins of preference specified in Column 2 of Annexure 6 to qualifying bidders per each qualifying category.

6.7.3 A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

6.7.4 If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below:

$$A = MP \times BP/100$$

6.7.5 in which formula -

(a) "A" represents the amount to be determined;

(b) "MP" represents the total percentage of all margins of preferences granted in respect of the bid; and

(c) "BP" represent the bid price.

Example:

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Bidder C	$\text{N\$ } 25\,500 = \frac{10\% \times 255\,000}{100}$
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This means the Bid Price of N\$255 000 minus N\$ 25 500 = N\$ 229 500 for price evaluation purposes.

## Letter of Acceptance

Date: \_\_\_\_\_

To: Whom it may concern

This is to notify you that your bid dated [date]\_\_\_\_\_ for execution of the Security Cash in transit Services to RFA Various Sites, for the Contract Price of the equivalent \_\_\_\_\_ of \_\_\_\_\_ [amount \_\_\_\_\_ in \_\_\_\_\_ numbers \_\_\_\_\_ and words]\_\_\_\_\_

\_\_\_\_\_ in Namibian Dollars, *as corrected and modified in accordance with the Instructions to Bidders*, is hereby accepted by Road Fund Administration.

The contract shall be for an initial period of 36 months effective as from, \_\_\_\_\_ 2023, for the following site, Road Fund Administration, Head Office, 21 Feld Street, Ausspannplatz, Windhoek.

The contract is renewable after the initial period of **12 months**, at fixed rates, subject to your satisfactory performance.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

You may also note that failure on your part to sign the contract in the prescribed time will constitute sufficient ground for the cancellation of the award.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Service Provider: \_\_\_\_\_

*Enclosure: Contract (in two originals)*



## LIST OF DOCUMENTS TO BE SUBMITTED

### 1. MANDATORY DOCUMENTS

No.	Mandatory Requirements	Tick (if attached)
1	A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement). Certificate must be valid as at the date of bid submission.	
2	Valid Certificate of Good Standing from the Receiver of Revenue (Tax Certificate). Certificate must be valid as at the date of bid submission.	
3	An original (or certified copy) of a Valid Good Standing Certificate: Social Security Commission Certificate must be valid as at the date of bid submission.	
4	An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption in terms of Section 42 of the Affirmative Action Act, 1998. Certificate must be valid as at the date of bid submission.	
5	Written undertaking in terms of section 138(2) of the Labour Acts, 2007. Certificate must be valid as at the date of bid submission.	

### 2. DOCUMENTS REQUIRED FOR TECHNICAL EVALUATION – PHASE 1

No.	Technical Evaluation Documents	Tick (if attached)
1	Policy and arrangement to comply with Safety and Health at Work	
2	Bidder must operate a company registered for provision of security services (company documents, registration/founding statement submitted with the bid document must ascertain the services provided).	
3	Proof of insurance (fidelity) coverage against any security related risks (minimum N\$ 2,000,000.00).	

4	Submit proof of registration with SAN (Security Association of Namibia)	
5	Submit a minimum of 3 reference letters (with the period of 2017 – 2023) on company letterheads from previously completed related contracts or current contracts. <i>Experience is in accumulative years</i>	
6	Bidder must submit a declaration to show the items by way of: - Vehicle registration number - Declaration on the tools owned by company	

### 3. DOCUMENTS FOR FINANCIAL EVALUATION

No.	Financial Evaluation Documents	Tick (if attached)
1	Priced Activity Schedules - The bidder must only complete the price schedule with the respective cluster.	
2	Submit document indicating Namibian Shareholding	
3	Service Rendered by Namibians (key Personnels) Indicate more than 60 % of Namibian employees within the service provider organization, company I.D Copies, CV of employees attached.	
4	Submit a declaration that services rendered by Namibian Employees. Declaration on employing more than 80% Namibians at site.	
5	Women Owned Enterprise - IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership	
6	MSME Declaration indicating the percentage of Namibian MSME ownership Women owned enterprise	