



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

PROCUREMENT MANAGEMENT UNIT

Request for Proposal for Services of Facilitation of the Recruitment Process for one Executive Management Position

Procurement No: SC/RP/BIPA-03/2022

Due Date for Submission: 19 August 2022

**Business and Intellectual Property Authority, 3 Ruhr Street, Northern
Industrial Area, 061 299 4400, info@bipa.na, 08 August 2022**

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam;

Subject: Services of Facilitation of the Recruitment Process for one Executive Management Position

1. You are hereby invited to submit technical and financial proposals for consultancy services required under Human Capital Management for the Business and Intellectual Property Authority (BIPA) which could form the basis for future negotiations and ultimately, a contract between you and the BIPA.
2. The purpose of this assignment is:
 - (a) Summarizing of the applicant CV's received and do long listing.
 - (b) Facilitate final shortlisting meeting.
 - (c) Provide administrative support during interviews.
 - (d) Draft interview questions and prepare interview packs.
 - (e) Do reference checks.
 - (f) Facilitate the Psychometric test process.
 - (g) Prepare interview report and get chairperson sign off.
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
 - (c) a sample format of the Service Contract under which the service will be performed [Annexure 3]
4. Any request for clarification should be forwarded in writing to BIPA. Request for clarifications should be received seven (7) days prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: **www.mof.gov.na/procurement-policy-unit** to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

6. Eligibility

- (a) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Eligibility Criteria

To be eligible to participate in this Request for Proposal exercise, you should:

- (a) Have a valid company Registration Certificate;
- (b) Have a valid good standing Certificate proof from BIPA (Annual Duties/Returns)
- (b) Have an original valid good Standing Tax Certificate;
- (c) Have an original valid good Standing Social Security Certificate;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs);

8. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two (2) separate envelopes, namely Technical and Financial proposal, and should follow the form given in Annexure 2 - "Supplementary Information for Consultants". The proposals must be deposited into the bid box on or before: **Friday, 19 August 2022, at the Procurement Management Unit - BIPA Office, PZN Building, 3 Ruhr street, Northern Industrial at 12H00.**

Please take note: Proposals should **not** be forwarded by electronic mail.

9. Deciding Award of Contract

Part	Evaluation Process	Pass Rate
Part: A	Compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. Any bid found non-compliant to this section will be excluded from the competition and will not be evaluated further.	100%
Part: B	Technical Evaluation will be out of a possible score of 70	50 marks
Part: C	Financial Evaluation will be out of a possible score of 30	20 Marks
Part: D	Total Evaluation will be out of a possible score of 100	70 Marks

Qualification and experience of the consultants shall be considered as the paramount requirement. This is however subjected to 100% compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

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

10. Rights a Public Entity

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

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of six (6) weeks from the day of appointment. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

12. Validity of Proposal

You are requested to hold your proposal valid for 120 working days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Business and Intellectual Property Authority will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded on 24 August 2022, you will be expected to take up/commence with the assignment on 28 August 2022.

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but BIPA shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment;
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

15. Insurance

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

16. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by hand delivery:

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

17. The Business and Intellectual Property Authority would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



D.H. Hamukwaya
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

TERMS OF REFERENCE

Part 1. Background

The Business and Intellectual Property Authority of Namibia is a Public Enterprise established by an ACT of Parliament, BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property rights in Namibia.

Our objects are:

- (a) facilitate economic growth and development to raise income and promote investment and create employment;
- (b) enhance the efficient protection of the business and IP in Namibia;
- (c) facilitate and promote the efficient and effective registration of business and industrial property in Namibia;
- (d) promote the conduct and use of business and intellectual property in Namibia;
- (e) facilitate, streamline, simplify and harmonise the business and industrial property procedures, registrations, filings and searches to expedite economic growth and development; and
- (f) enhance the efficient exchange and distribution of information

Our Mandate is:

- To regulate and administer the registration of business and industrial property under the applicable legislation.
- Implement, promote electric business and intellectual property information and transaction systems.
- Collect fees and rates under BIPA 's Act or the applicable legislations.
- Maintain accurate, current and relevant information concerning business and intellectual property.

Part 2. Requirements

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

CRITERIA	SPECIFIC REQUIREMENTS
<i>Relevant Experience</i>	Four (4) years of consultancy experience performed in similar assignment with three projects done in the Executive Recruitment.
<i>Qualifications of the Lead Consultant</i>	<ul style="list-style-type: none"> • Honours degree (NQF Level 8) in Human Resources, Psychology or Business Management. • Consultancy certification will be treated as advantageous.
<i>Methodology or Workplan</i>	Present a clear outline or workplan on how the assignment will be carried out based on the following; <ul style="list-style-type: none"> • Long and Shortlisting of Candidates • Interview Process, (interview questions and packs) • References checks • Psychometric test process • Interview report and recommendation
<i>Delivery time</i>	A minimum of six (6) weeks to complete assignment;
<i>References</i>	Submit three (3) proof or testimonials from previous clients on similar assignment (typed official letterhead signed by the management).

Whereas, the **financial proposal** carries the weight of 30 marks and the specific assessment criteria include:

CRITERIA	SPECIFIC REQUIREMENTS
<i>Consultant's contract cost estimate</i>	Consultant's contract cost estimate in relations to BIPA's budgeted amount to perform the assignment;
<i>Contract Cost Breakdown</i>	Consultant indicate the cost breakdown per activities.

Part 3. Facilities to be provided by the Public Entity

BIPA ensures that conditions of employment on their working premises is safe, sound and effective for administration hence, BIPA will provide you with an office that is safe to use with own privacy.

Part 4. Contract duration and fees

- (a) The duration for this contract shall be six weeks and payments shall be effected upon completion of duties; And the fees are normally rated as quoted.

Part 5. Deliverables

Upon completion of this assignment, the Consultant is expected to deliver the following outcomes:

- i. Summarizing of the applicant CV's received and do long listing.
- ii. Facilitate final shortlisting meeting.
- iii. Provide administrative support during interviews.
- iv. Draft interview questions and prepare interview packs.
- v. Do reference checks and Transunion checks.
- vi. Facilitate the Psychometric test process.
- vii. Prepare interview report and get chairperson sign off.

EVALUATION CRITERIA

PROCUREMENT OF CONSULTANCY SERVICES –

Services of Facilitation of the Recruitment Process for one Executive Management Position

CRITERIA USED TO EVALUATE THE BIDS

1. PART A Total Marks (70)

TECHNICAL DIMENSIONS

Layout of Documents/ presentation

1. Institution Information:

Bidding firms must submit a brief description of the organization and an outline of recent experience on assignments of similar nature. They should provide the following:

- i. Evidence of having undertaken similar assignments in the last 3 years with three (3) projects done in similar assignments or recommendations for the outlined assignments. **(9 Marks)** (3 each).
- ii. Brief description of an outline of recent experience on assignments of similar nature with three (3) projects to the three organizations. **(5 Marks)**

2. Methodology and Work plan:

Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:

- (a) Description of Technical Approach and Methodology (Refer to the methodology requirements). **(20 Marks)**
- (b) Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time. **(15 Marks)**
- (c) Clear time schedule in relation to the expected time frame of this project. **(10 Marks)**

3. Human Resource Capacity:

Qualifications and competence of the key staff for the assignment:

• Lead consultant/Key expert should provide the assignments they have undertaken with their reference contacts.

- I. Qualifications of the Team Leader (Executive Recruitment Process), Bachelor's Honours Degree in the fields of Human Resources Management, Psychology or Business Management (copy of degree certificate must be attached).
(3 Marks)
- II. Relevant Consultancy Certification in Recruitment management. **(5 Marks)**
- III. Three years of experience in managing recruitments and consulting (attach CV detailing experience) **3 Marks** (1 mark for each year of experience).

Formula: $\frac{\text{Total Score}}{\text{Total allocated marks (70)}} \times 100$

2. PART B Total Marks (30)

FINANCIAL DIMENSIONS
1. Feasibility of cost estimate (15 Marks)
2. Clear fee structure provided (15 Marks)

Formula: $\frac{\text{Total Score}}{\text{Total allocated marks (30)}} \times 100$

TOTAL SCORE IS OUT OF 100 Marks

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (a) Technical Proposals
 - (i) Curriculum Vitae of Consultant (Form F-2).
 - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
 - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
 - (iv) A description of the manner in which the Consultant would plan to execute the work.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
 - (b) Financial Proposals
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
3. The proposals shall be submitted in one original and one copy of the original.

Contract Negotiations

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

Review of reports

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

BID SUBMISSION FORM

From: _____ To: _____

Hiring of Consultancy Services for *[insert title of assignment]*

I/We _____ herewith enclose Technical and Financial Proposals for selection as Consultant for the *[name of public entity]*.

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

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

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

Key Qualifications:

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

Education:

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

Employment Record:

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

Languages:

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

Certification:

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

Date: *Day/Month/Year*

.....
[Signature of Consultant]

Full name of Consultant: _____

FORM F-3**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS**

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

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

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

Cost Estimate of Services¹

Remuneration:

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

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room Charge	Subsistence	Total	Days
	_____	_____	_____	_____
(b) Air fare	_____			
(c) Lump Sum Miscellaneous Expenses ⁴ : _____				
Sub-Total (Out-of-Pocket)				_____
Contingency Charges:				_____
Total Estimate:				_____

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

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

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

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