

BID INVITATION

Invitation to bid for Security Services for The Retirement Fund for Local Authorities and Utility Services in Namibia (RFLAUN)

Bid No. 02/2024

Closing Date and Time: 05 April 2024, 16h30

PARTICULARS OF BID

Business Name : -----

Business Registration No.: -----

Date of Registration: -----

Postal Address: -----

Physical Address: -----

Telephone No.: -----

Fax No. : -----

No of Employees: -----

Contact Person: -----

VAT Registration No: -----

Are there any covering letters inclusive? "Yes" or "No": _____

INFORMATION TO THE BIDDER

Bid technical and financial proposals should be submitted in a sealed envelope. The envelope should be marked "INVITATION TO BID FOR SECURITY SERVICES FOR THE RETIREMENT FUND FOR LOCAL AUTHORITIES AND UTILITY SERVICES IN NAMIBIA, BID NO. 02/2024" must be delivered unopened at 1 DELIUS Street, Windhoek not later than the closing date and time. The name and the full address of the bidder should also appear on the outside of the envelope.

D J Amwaandangi
PRINCIPAL OFFICER

PART 1

1. BIDDER DOCUMENTS

- 1.1. One set of documents comprising details as set out therein, shall be made available as advertised.
- 1.2. It is the bidder's responsibility to check completeness of documents including number of pages.

2. COST OF BIDDING

- 2.1. The cost of bidding is the bidder's responsibility and a bid levy fee of N\$ 200 is applicable.

3. LODGING AND OPENING OF BIDS

- 3.1. The entire set of bid documents shall be sealed in an envelope marked with the bid number and title and handed in at the time, place and date as advertised including strict compliance with the following:
 - 3.1.1. The original bid shall be duly completed and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).
 - 3.1.2. Each page shall be initialled including the annexures.
- 3.2. Bids not completed in **all respects** may be disqualified at the sole discretion of the Board of Trustees. Bidder's attention is drawn in particular to the detailed completion of Part 2 of this bid submission.
- 3.3. Telegraphic and facsimile bids are not acceptable and will be disqualified.

4. COMPLIANCE AND ALTERNATIVES

- 4.1. Bids submitted must comply strictly with the requirements of these documents.
- 4.2. Alternative offers may be submitted, but only **in addition** to the bid requirements.

5. VALIDITY

- 5.1. Bids to remain valid for acceptance after date of closing of tender for a period of 90 days.
- 5.2. The Board of Trustees of RFLAUN does not bind itself to accept the lowest or any other bid.

6. CONFIDENTIALITY & COPYRIGHT

- 6.1. Bid documents issued by or on behalf of the Board of Trustees of RFLAUN shall remain the copyright of RFLAUN.
- 6.2. Bidders shall treat all aspects pertaining to this tender as confidential and shall not disclose details to third parties except for bona fide tendering purposes.

7. DEFAULTS

- 7.1. A bidder withdrawing his/her bid within the period of validity after date of closing of bid or failing to enter into a contract within 30 days when called upon will forfeit his/her chance to provide the service to RFLAUN.
- 7.2. The Board of Trustees reserves its rights to take legal steps against a defaulting bidder for any losses suffered under 7.1 above.

8. ENQUIRIES

- 8.1. All enquiries in connection with this bid shall be directed in writing (fax or e-mail) to the contact person(s) as advertised with a cut-off date of two working days before date of closing of bid.
- 8.2. Any verbal information given or perceived to have been given shall not be binding on RFLAUN.

9. TENDER CONDITIONS

- 9.1 Bid applicants will be required to familiarize themselves with the Rules of the Fund as the basis of the specific requirements. A set of such rules will be made available to the applicants on request only. Bids that do not meet the minimum specifications as contemplated may be disqualified.
- 9.2 The Trustees or their authorized representatives reserve the right to discuss suppliers' bid/offer with them at any stage after closure of the bid or to enter into post – bid consultations/negotiations at their sole discretion.
- 9.3 The Trustees or the Fund do not bind themselves to accept the lowest or any offer submitted, nor will they provide any reason for doing so and will not be held liable for any expenses incurred by any party in the preparation and submission of this bid.
- 9.4 The Trustees or the Fund accept/s no responsibility for bids not reaching the specific office before the closing date and time and late tenders will not be considered.
- 9.5 Bidders must be signed by an authorized official, who warrants his authority to do so by way of powers of attorney if applicable.
- 9.6 The decision of the Trustees regarding the appointment of a successful bid will be final and subject to the successful conclusion of a service level agreement between the respective parties.

- 9.7 The Trustees reserve the right to request companies that are bidding to arrange for a personal presentation, at their own expense, of the services offered as contemplated herein.

10. THE RETIREMENT FUND FOR LOCAL AUTHORITIES AND UTILITY SERVICES IN NAMIBIA (RFLAUN)

10.1 BACKGROUND

The Retirement Fund for Local Authorities and Utility Services in Namibia was established in 1992. It is a defined Contribution Fund. The fund has been registered in terms of the Pension Funds Act no. 24, of 1956.

- 10.2 The Fund is managed by a Board of Trustees, which has equal representation between the Employer and the members. The Fund has the responsibility to procure goods and services, thus relying on other service providers for the provision of varied services.

- 10.3 To maintain security of people and office premises, the fund requires the service of interested service providers to supply security services as per the services stated in Part 2, 15.2.

11. FUND OBJECTIVE

The objective of the fund is to provide retirement benefits for employees and former employees of the employers in the event of death or being declared disabled. To achieve the aforementioned the Board of Trustees strives to optimize the investment return on the Fund's assets with due consideration taken on the level of risk incurred in obtaining these returns.

The Board of Trustees accepts that they have –

- A duty to comply with statutory requirements relating to Retirement Funds
- A duty to maximize returns within acceptable risk parameters;
- A fiduciary duty to document the investment strategy;
- A duty to protect the interest of the members;
- A duty to provide adequate member communication
- A duty to meet members' expectation
- A duty to monitor the investment performance of the Fund;

In achieving the abovementioned, the Board of Trustees aim to conduct the affairs of the Fund in a transparent and accountable manner.

12. DOCUMENTS TO BE ATTACHED

- 12.1. Copy of the certificate of registration as per companies Act.
- 12.2. Documentary evidence regarding training programmes, affirmative action programmes or activities benefiting Namibian citizens from previous disadvantaged groups and people living with disabilities.

- 12.3. Certificate of Good Standing from the Social Security Commission of Namibia.
- 12.4. Certificate of Good Standing from Namibia Revenue Agency (NAMRA).
- 12.5. Affirmative Action Certificate from the Ministry of Labour, Industrial Relations and Employment Creation, Employment Equity Commission.
- 12.6. Proof of Public Liability Insurance Cover.

13. PARTICULARS OF BIDDER

- 13.1. Name of Company and Namibian Registration number;
- 13.2. Date of incorporation in Namibia;
- 13.3. Physical Street Address;
- 13.4. Name(s) and details of Directors/shareholders;
- 13.5. Names of Directors who are Namibian citizens;
- 13.6. Total number of Employees;

PART 2

14. SPECIFIC REQUIREMENTS APPLICABLE TO BID APPLICATIONS

Please provide the following information about your Company:

14.1. Client Base

- 14.1.1. Provide a list of previous and existing clients that you have provided with similar services, as well as their business names and contact details.

15.2. Services

To provide security services day and night on a shift basis.

- 15.2.1 Monitor and authorize entrance and departure to vehicles, employees, visitors, and other persons on the property.
- 15.2.2 Secure gates at all times.
- 15.2.3 Guard against theft and maintain security of people, vehicles, and premises. Regularly patrol premises to maintain order, prevent and detect any sign of intrusion and establish a presence.
- 15.2.4 Investigate disturbances and evict intruders from the premises.
- 15.2.5 Investigate people for suspicious activities or possessions within the premises or surroundings.
- 15.2.6 Monitor surveillance cameras regularly to identify disruptions or unlawful acts.

- 15.2.7 Provide reports on suspicious activities, irregularities, and important occurrences.
- 15.2.8 Report property damage, theft, presence of an unauthorized person and unusual occurrences.
- 15.2.9 Respond to alarms by investigating, assessing the situation and informing for response.
- 15.2.10 Answer telephone calls and take messages during business hours when officials are in meetings or all out of the office.
- 15.2.11 Report to the authority any criminal activity or fire department in case of fire.
- 15.2.12 Apprehend perpetrators according to legal protocol, while awaiting arrival of authorities.
- 15.2.13 Screen individuals by operating detecting devices and prevent passage of prohibited items into premises.
- 15.2.14 Inspect security systems and equipment assigned for the guard's usage to ensure operational use and to detect evidence of tampering.

16. General information

The following factors will be considered by the Board during selection.

- 16.1 Proof of previous experience in rendering security services, e.g. written positive recommendations from previous employers.
- 16.2 Proof that personnel at the fixed establishment are adequate and well trained to comply with the services tendered for.
- 16.3 Proof that the bidder has adequate communication systems, which include a control room, two-way radios, telephones as well as an efficient means of transport to visit guards at least twice during the shift duty tour.
- 16.4 Proof about every guard to have no criminal record or been involved in any dishonest act.
- 16.5 In the event of a natural person tendering, proof of Namibian citizenship. In the case of a company or close corporation, proof of registration of the institution in Namibia.
- 16.6 Provide a list of the number of firearms and radios with copies of licenses.
- 16.7 Kindly provide full information regarding: (a) full uniform; (b) baton and (c) use of pocketbooks.
- 16.8 Proof of job description for the job position bidding for.
- 16.9 Proof that every guard on duty would be issued with two-way radio or any other means of communication.
- 16.10 Proof of compliance with minimum wages.

17. FEES

**RENDERING OF SECURITY SERVICES COMMENCING FROM
01 JUNE 2024 UNTIL 31 MAY 2027.**

FIXED RFLAUN POST

ERF No 540, 1 Delius Street, Windhoek

1 x guard 24 hours (Shift basis)

Monday – Sunday N\$.....per month including VAT.