

BID INVITATION

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

Bid No. 02/2025

Closing Date and Time: 11 JULY 2025, 16h30

PARTICULARS OF BID

Business Name: -----

Business Registration No.: -----

Date of Registration: -----

Postal Address: -----

Physical Address: -----

Telephone No.: -----

Email address: -----

No of Employees: -----

Contact Person: -----

VAT Registration No: -----

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

INFORMATION TO THE BIDDER

Bid proposal inclusive of both technical and financial should be submitted in a sealed envelope. The envelope should be marked "INVITATION TO BID FOR VETTING SERVICES FOR THE RETIREMENT FUND FOR LOCAL AUTHORITIES AND UTILITY SERVICES IN NAMIBIA, BID NO. 02/2025" must be delivered unopened at 1 DELIUS Street, Windhoek West, 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 bid as confidential and shall not disclose details to third parties except for bona fide tendering purposes.

7. DEFAULTS

- 7.1. A bidder withdrawing a bid within the period of validity after date of closing of a bid or failing to enter into a contract within 30 days when called upon will forfeit the 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 via e-mail to the contact person(s) as advertised, with a cut-off date of two working days before date of closing of the 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 or can be accessed on RFLAUN website <https://www.rflaun.com.na> (Rules & Amendments). 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 that do not reach the specified office before the closing date and time. Late bids will not be considered.
- 9.5 Bids 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 ensure fit and proper of the prospective trustees, directors, employees and service providers, the Fund requires the service of interested service providers to provide vetting 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' expectations;
- A duty to monitor the investment performance of the Fund;

In achieving the abovementioned, the Board of Trustees aims 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 the company Act.

12.2. Certificate of Good Standing from the Social Security Commission of Namibia.

12.3. Certificate of Good Standing from Namibia Revenue Agency (NAMRA).

12.4. Affirmative Action Certificate from the Ministry of Labour, Industrial Relations and Employment Creation, Employment Equity Commission.

12.5. Certificate of Conduct

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 vetting or background screening services or similar services, along with their business names and contact details.

15.2. Services

To provide comprehensive vetting and background screening services to RFLAUN which includes vetting of entities and key individuals who intend to associate with the Fund such as prospective Trustees, employees and service providers (including key individuals of service providers such directors and executives) based on the need.

The services shall include background screening checks as per the Annexure B (Personal Credential Disclosure Form) part of the Fit and Proper Person Policy of RFLAUN:

15.2.1 Conduct Fit and Proper Assessments as per the RFLAUN Fit and Proper Person Policy on a need basis for a period of three years.

15.2.2 Verify educational qualifications, professional credentials, and employment history.

15.2.3 Perform credit checks, including debt judgements and credit bureaus listings.

15.2.3 Conduct criminal background checks, locally and internationally where applicable.

15.2.4 Screen for affiliations with fraud, corruption, terrorism, and or organised crime.

15.2.5 Screen individuals and entities against applicable sanctions and watchlists.

15.2.6 Confirm the identity status of individuals including authentication of identification documents and verify business registration and compliance

credentials of service providers (including quality of work, poor workmanship, completion of work and/ or incomplete work).

- 15.2.7 Conduct social media and digital reputation screen.
- 15.2.8 Perform employment reference checks and submit summaries of reputations and outcomes.
- 15.2.9 Submission of detailed vetting reports with recommendations. including risk ratings and justifications.

16. General information

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

- 16.1 Proof of previous experience in rendering vetting services, e.g. written positive recommendations from previous clients or employers.
- 16.2 Proof or evidence demonstrating that personnel are sufficiently qualified and well trained to meet the requirement of the tendered services.
- 16.3 Demonstrated understanding of and compliance with corporate governance standards, including the Fit and Proper Person framework and relevant Namibian legislation.
- 16.4 Capacity to handle sensitive personal data and maintain confidentiality (evidence of qualified personnel).
- 16.5 A secure system for handling sensitive data.
- 16.6 Use of secure and legally compliant data processing and storage systems.
- 16.7 Proof of business registration, good standing certificate from Social Security Commission, good standing certificate from NAMRA, Employment Equity Commission and Ministry of Labour (Affirmative Active Certificate).
- 16.8 Ability to deliver services within specified turnaround times and willingness to sign a Service Level Agreement outlining performance standards and confidentiality obligations.

17. FEES

**RENDERING OF VETTING SERVICES ON A NEED BASIS
COMMENCING FROM 01 OCTOBER 2025 UNTIL 30 SEPTEMBER 2028**

The bidder is required to provide a detailed pricing structure for the rendering of vetting services to the Fund. The pricing must distinguish between services rendered for companies and for individuals. List vetting price per company (service relevant to company i.e. good standing certificates,) as well as listing prices per individual person for screening.