

BID INVITATION

Invitation to Bid for Benefit Consulting Services for The Retirement Fund for Local Authorities and Utility Services in Namibia (RFLAUN)

Bid No. 01/2026

Closing Date and Time: Tuesday, 17 March 2026, 16h30

PARTICULARS OF BIDDER

Business Name :

Registration No.:

Postal Address:

Telephone No. :

Email Address :

Contact Person:

Physical Address:

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 BENEFIT CONSULTING SERVICES FOR THE RETIREMENT FUND FOR LOCAL AUTHORITIES AND UTILITY SERVICES IN NAMIBIA TENDER NO. 01/2026" 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. BID 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. A bid levy fee of N\$ 200 is applicable.

3. LODGING AND OPENING OF BIDS

- 3.1. The entire set of bid document 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 initialed next to it (erasing fluid is prohibited).
 - 3.1.2. Each page of the bid document should be initialed.
- 3.2. Bids not completed in **all respects** may be disqualified at the sole discretion of the Board of Trustees. Bidders' 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 AND ACCEPTANCE

- 5.1. Bids to remain valid for acceptance after date of closing of the bid 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 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 bidding 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 calendar 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. BID 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 are not meeting 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 failure to do so and will not be held liable for any expenses incurred by any party in the preparation 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 bids will not be considered;
- 9.5 Bids must be signed by an authorized official, who warrants his authority to do so;
- 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;
- 9.8 Bid applicants must continuously comply with the Cybersecurity Guidelines when handling RFLAUN Data as per RFLAUN Global Information Technology (IT) Policy and NAMFISA Circular, NAMFISA/RPS/1/2025.

12. DOCUMENTS TO BE ATTACHED

- 12.1. Copy of the certificate of registration
- 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 (for local suppliers only)
- 12.4. Certificate of Good Standing from the Inland Revenue of Namibia (for local suppliers only)
- 12.5. Affirmative Action Certificate from the Ministry of Labour (for local suppliers only)
- 12.6. Proof of Professional Indemnity Insurance

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. Involvement in Namibia

- 14.1.1. Total Share Capital;
- 14.1.2. Share Capital held by Namibian directors expressed in %;
- 14.1.3. Total number of staff who are Namibian citizens;
- 14.1.4. Total number of executives and details on their experience;
- 14.1.5. Total number of consulting staff;
- 14.1.6. Nature and successes of any program / advancement opportunities for Namibians in your company with special reference to compliance with AA Legislation;

14.2. Client Base

- 14.2.1. Details of the top 10 retirement Funding clients
- 14.2.2. Names of retirement funds making use of your services
- 14.2.3. Details of the top 5 non-retirement Funding clients if applicable

15. SERVICES

15.1. Please provide the following information:

- 15.1.1. Describe how you intend to interact with the administrators in ensuring that you provide efficient consulting services.
- 15.1.2. Provide a detailed list of the activities under broker service that you would be able to carry out and how it would tie with the administration services.
- 15.1.3. Describe your association to Regional and International consulting institutions and how they support your local services.

15.2. Personnel

- 15.2.1. Total number of employees in the Benefit Consulting division;
- 15.2.2. Names and level of experience of key people responsible for the services to be rendered;
- 15.2.3. Details on the total number of staff employed in Namibia;
- 15.2.4. Policies in place with regard to local staff development;

16. CONSULTING SERVICES

- 16.1 Clearly indicate the standard and nonstandard services.
- 16.2 The consultant/s should be able to provide at least the following services as are specified in Annexure 1:

17. CONSULTING FEES

Please provide a full breakdown of your fees and basis of calculation of the services including the fees for non-standard services. The fee for standard service fee should be expressed as a percentage (%) pensionable of salaries.

ANNEXURE 1

17.1 STANDARD CONSULTING SERVICES

- 17.1.1 Rebroking of Risk benefits (Death, Disability, Dread, Funeral, Trustee Accident cover, Fidelity insurance and other risk benefits)

- 17.1.2 Review the benefits and contribution levels of the Fund to ensure that it meets its obligations;
- 17.1.3 Advise members, upon request of the Trustees, regarding the options available to them under the Fund;
- 17.1.4 Arrange with the administrators, upon request for member booklets, benefit statements and other communication material as deemed necessary by the Trustees, to communicate effectively with the members of the Fund. The production and/or printing costs of such items will be negotiated with Principal Officer and if not included in their basic fees, will be paid by the Fund;
- 17.1.5 Assist with the input for the publication of Fund Newsletters;
- 17.1.6 Do audio visual presentations regarding the Fund to the Trustees, Employer or member, as and when required;
- 17.1.7 Assist with Trustee training;
- 17.1.8 Conduct regular market surveys in respect of:
 - Fund Administration Fees
 - Medical free cover limits
 - Contractual conditions (Insurance and Benefit administration)
- 17.1.9 Periodically compare the Fund's benefit structure with those of other competitors and employers;
- 17.1.10 Bring to the attention of and discuss with the Trustees any market trends and statutory conditions;
- 17.1.11 Attend Board, EXCO, ARC and Death Claims meetings as well as any other committee meetings as requested by the Fund.
- 17.1.12 Coordinate bulk transfer between funds and employers in terms of Section 14 of the Pension Funds Act.

17.2 TECHNICAL ADVICE (LEGAL NATURE)

The consultant will be required to:

- 17.2.1 Assist with the drafting of the Rules and amendments to the Rules in accordance with legislations and submit for statutory approval;
- 17.2.2 Review insurance or other contracts issued to the Fund;
- 17.2.3 Subject to approval by the Fund, obtain external legal advice on matters relating to the Fund;