



Request for Quotation

Issued on: 08 May 2023

Provision of Payroll Services to *NASRIA Ltd* for a *period of 3 years.*

Procurement Reference No: NCS/RFQ/NASRIA – 03/2023

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

TEL/CELL NO: _____

CONTACT PERSON: _____

E-MAIL: _____

Letter of Invitation

NCS/RFQ/NASRIA - 03/2023

08 May 2023

Dear Service Provider

Request for Quotations for Provision of Payroll Services to NASRIA Ltd for a period of 3 years

The Namibia Special Risks Insurance Association Limited (NASRIA Ltd) invites you to submit your best quote for the works described in detail hereunder.

NASRIA Ltd requires consultancy services to administer the payroll function of the entity as set out in the scope of services as per Section III.

Queries, if any, should be addressed to Ms. Christiana Garises, Human Resources Manager, email: christiana@nasria.com.na , Telephone number +264 61 - 229207.

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,

Mrs. Anna Green

Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Special Risks Insurance Association limited (NASRIA Ltd) reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable.
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **30 days** from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (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) Submit signed Bid Securing Declaration;
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

6. Documents to be submitted

Bidders shall submit along with their quotation documents the below:

- a) Company's profile
- b) Have at least two certified copies of reference letters from a known and reputable organisation / companies or clients for similar services rendered. The letter must be on the client's letterhead clearly stating the scope of the work done, the period when work was completed and must be signed and stamped by the client. The bidders are required to review the qualification requirements on page 9-10 and ensure the experience outlined in their reference letters align to the consultancy requirement.
- c) The proposed team leader should have a minimum five (5) years of experience in HR and/ payroll services (Kindly attach a detailed cv with certified copies of qualifications).

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at **The Namibia Special Risks Insurance Association Limited, 3rd floor Namlex Chambers Building, 333 Independence Avenue, Windhoek**, not later than **20 June 2023 at 12h00**. Quotations by post or hand delivered should reach same address by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the **NASRIA Ltd** immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The **NASRIA Ltd** shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with.

12.Prices and Currency of Payment

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, material, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

13.Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid 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.

14.Margin of Preference

No margin of preference is applicable for this procurement.

15.Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

16.Notification of Award and Debriefing

NASRIA Ltd shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, NASRIA Ltd shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to:	Namibia Special Risks Insurance Association Limited (NASRIA Ltd)
Procurement Reference Number:	NCS/RFQ/NASRIA – 03/2023
Subject matter of Procurement:	Provision of Payroll Services to NASRIA Ltd for a period of 3 years

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead [forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]

The validity period of our Quotation is _____ days [insert number of days] from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within _____ [to insert number] days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ [to insert number] days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: NCS/RFQ/NASRIA – 03/2023

To: Namibia Special Risks Insurance Association Limited (NASRIA Ltd)

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 _____, _____
[insert date of signing]

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.]
***delete if not applicable / appropriate**

.....[Bank’s seal and authorized signature(s)].....



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.:.....

Procurement Description:

.....

.....

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.*

SECTION III: SCOPE OF SERVICES

a) BACKGROUND

The Government of the Republic of Namibia established NASRIA LTD with the main object of providing insurance services locally for political violence risk. NASRIA has a staff complement of 25 employees and hereby invites experienced and reputable companies to submit proposal for its payroll administration services. The services are required with effect from 1st August 2023, covering a three-year term.

b) SCOPE

The payroll services to be provided as follows:

Monthly: 25 Employees payroll services

- Processing of monthly payroll.
- Payroll calculations.
- Provide dummy pay slips upon request / new hires.
- Employee Self Service (ESS) platform to enable, all leave types, new hires, promotions, demotions, terminations, and transfers etc.
- Providing of Employee Self Service (ESS) access to NASRIA employee's according to provided organogram (enable employees to control of all leave types on their own);
- Employee Self Service (ESS) access to HR Manager (to reset passwords and HR and access relevant reports)
- Processing of Statutory and 3rd party contributions & deductions (Employee Tax, Directives, SSC, Vet Levy, Medical Aid, Pension Fund, Tax Directives (board members);
- Submission of VET Levy file with NTA.
- Processing of all relevant loan deductions.
- Processing and registration of new hires with Social Security Commission.
- Processing of Pension Funds, Unions, etc.
- Submission of ETX files and monitoring of tax statement on ITAS (Employee Tax);
- Monthly reconciliation of Social Security Commission statement (registering and termination of employees).
- Monthly provision of all relevant payroll reports (Statutory and 3rd party contributions & all deductions reports).
- Uploading of Payslips g into Employee Self Service (ESS) with direct email linked to the employee.
- Monthly fees to include all payroll related services (annual services and fees as well)

Annual

- Reconciled PAYE 5's and upload on Employee Self Service (ESS) (in the absence of ESS system, forward electronic PAYE 5's to employees directly)
- Reconciliation and submission of Workman's Compensation (ECF);
- Administer VET Levy claims.

- Provide ad hoc payroll services (all relevant payroll services); Annual salary restructuring meetings /engagements with employee as scheduled;

Qualification requirements

- Minimum of 5-year payroll service consultancy experience,
- Providing payroll services to at least 5-7 corporates.
- Accounting Payroll Consultant background or skills for a Accounting Payroll Consultant;
- Sage HR & Payroll Experience or any HR & Payroll Systems Experience
- Tax advisory experience.
- Experience on ITAS, reconciliations (PAYE 5 & Tax Directive;)
- Workmen's compensation, Vet Ley claims & Reconciliation's.
- Inadept knowledge of management reporting.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NASRIA – 03/2023**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: NAD

Item No	Brief Description of Services	Quantity	Retainer Year 1	Retainer Year 2	Retainer Year 3
A*	B*	C*	D*	E	F
1	Monthly retainer fee for all services outlined in the terms of reference	1			
VAT					
Total Cost VAT inclusive					

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NASRIA – 03/2023**

Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	As per the scope of service on page 9		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for procurement of services available on the website of the Procurement Policy Unit- except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NASRIA – 03/2023**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is not applicable for this contract
Definitions GCC 1.1(l)	The Member is: _____
Definitions GCC 1.1(o)	The Service Provider is: _____
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>For the NASRIA Ltd, the address and the contact's name shall be: 3rd Floor Namlex Chambers Building, 333 Independence Avenue, Att: Ms. Anna Green – procurement@nasria.com.na Tel: 061 – 229 207</p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>..... </p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: Ms. Anna Green, PMU, NASRIA Ltd, 3rd floor Namlex Chambers Building, Windhoek Tel: 061 – 229 207</p> <p>For the Service Provider <i>[to be inserted at contract signing]</i>:</p>

	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is 01 August 2023
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is 01 August 2023
Intended Completion Date GCC 2.3	The intended completion date is 36 months after award of contract.
Prohibition GCC 3.2.3(c)	List of Activities: <p>a) Share NASRIA LTD proprietary information with a third party.</p>
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	Actions as outlined in the GCC
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <p>a) Documents prepared by the service providers remains the property of NASRIA Ltd and must not be shared with a third party without prior approval from NASRIA Ltd</p>
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 2% per week. The maximum amount of liquidated damages for the whole contract is 15% of the final contract price.
Performance Security GCC 3.11	No Performance Security is required.

Assistance and Exemptions GCC 5.1	No assistance or exemptions will be provided to the Service Provider.
Contract Price GCC 6.2(a)	The amount in local currency is Namibian Dollar .
Terms and Condition of Payment GCC 6.4	The service provider will be paid monthly for the duration of the contract.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 30 days in the case of the final payment. NASRIA Ltd shall pay interest to the service provider for late payment, equivalent to the prime lending rate.
Price Adjustment GCC 6.6.1	Price adjustment is not applicable. However, the bidder is required to propose adjusted prices for year 2 and 3 in their pricing schedule.
Identifying Defects GCC 7.1	The following inspections shall be carried out: NASRIA Ltd will do continuous quality checks on the services rendered by the service provider.
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Disputes will be resolved as per the specified GCCs. All specifications will be agreed upon by both parties at contract signing.
Dispute Settlement GCC 8.2.4	Disputes will be resolved as per the specified GCCs. All specifications will be agreed upon by both parties at contract signing.
Dispute Settlement GCC 8.2.5	Disputes will be resolved as per the specified GCCs. All specifications will be agreed upon by both parties at contract signing.

SCHEDULE 1**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/NASRIA – 03/2023**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*