



# Request for Proposals for Consultancy services

**REQUEST FOR PROPOSALS FOR THE PROVISION OF ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN COUNCIL.**

**PROCUREMENT NO: SC/RP/OSHTC-10/2025-2026**

## **BID SUBMISSION:**

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Closing Date and Time of Bids: **Wednesday, 10 June 2026 @ 10h00**
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

**Name of Bidder:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Contact Person for Enquiries and Clarifications:

<b>Name</b>	Anna-Liisa Korea	Erastus Anguku
<b>Designation</b>	Head of Procurement	Buyer
<b>Telephone</b>	+264 65 229500/535/536	+264 65 229 502
<b>Email</b>	<a href="mailto:akorea@oshtc.na">akorea@oshtc.na</a> procurementunit@oshtc.na	erastusa@oshtc.na



**Oshakati**  
TOWN COUNCIL

**Head Office:**  
906 Sam Nujoma Road  
Civic Center Oshakati  
Namibia  
Tel: +264 65 229500  
Fax: 065 220 435

02 June 2026

## LETTER OF INVITATION

Dear Prospective Bidder,

### **RE: CONSULTANCY SERVICES TO CONDUCT ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN COUNCIL.**

1. Oshakati Town Council invites proposals from reputable and competent Occupational Health Medical Practitioner to submit technical and financial proposals for consultancy services to conduct a comprehensive Annual Medical Check-Up Services for Permanent Employees of Oshakati Town Council.
2. The purpose of this RFP is to conduct an Annual Medical Check-Up Services for Permanent Employees
3. A prospective bidder will be selected using the Least-Cost and Acceptable Quality Selection (LCAQS) method. Under this method, only bidders who meet the minimum technical and quality requirements specified in this Request for Proposal will be considered. Among those that are technically compliant, the contract will be awarded to the bidder offering the lowest evaluated cost, in accordance with the Policies and Procedures provided for in the Public Procurement Act no. 15 of 2015.
4. The Request for Proposal includes the following documents:
  - 4.1 Annexure – 1: Terms of Reference (TOR);
  - 4.2 Annexure – 2: Instruction for preparation of bid;
  - 4.3 Annexure – 3: Bidding Forms;
  - 4.4 Annexure – 4: Bid Evaluation Criteria; and
  - 4.5 Annexure – 5: A sample format of the Service Contract.
5. Any request for clarification should be forwarded in writing and emailed to [akorea@oshtc.na](mailto:akorea@oshtc.na) for the attention of Ms Anna-Liisa Korea, Secretary: Procurement Committee (Tel: 264 65 229500). The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts. Bidders are advised to consult the Procurement Policy Office website at

[www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit) to acquaint themselves with the legislation governing public procurement in the Republic of Namibia.

## 6. Eligibility

- 6.1 This RFP is open to all qualified Occupational Health Medical Practitioner registered in Namibia.
- 6.2 A bidder 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.
- 6.3 Proposals from bidders appearing on the ineligibility lists of the African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- 6.4 Bidders should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of the contract for unsuccessful completion of the assignment, giving adequate details to enable a fair assessment.

## 7. Submission of Proposals

The proposals **must be submitted in two (2) separate envelopes**, one containing the required Technical Proposal and the second containing the Financial Proposals and should follow the form given in Annexure 2 - "Instruction for preparation of bid". The proposals must be deposited into the **Bid box** on or before: **10<sup>th</sup> June 2026**, at **10h00** am, Namibian time.

**Please note, the technical proposal must only contain Technical information and should not contain any financial information (prices).**

**The Bid Box is located at the:**

Entrance foyer  
Oshakati Town Council Civic Center  
906 Sam Nujoma Driver  
Oshakati  
Namibia

**Emailed proposals will not be accepted.**

Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box

## 8. Evaluation and Award of Contract

The proposal will be evaluated according to the following criteria:

- 8.1 The method for selection will be the Least Cost and Acceptable Quality Selection Method (as per Section 27 (1) (b) (iv) of the Public Procurement Act No15 of 2015).

8.2 The evaluation process comprises of three stages as listed below:

- Stage 1: Preliminary Evaluation
- Stage 2: Technical Evaluation
- Stage 3: Financial Evaluation

### **8.2.1 Preliminary Evaluation**

The first stage of the evaluation process, which is the Preliminary Evaluation, will evaluate the Consultant's responsiveness to the mandatory, eligibility and qualification requirements, which is based on a Pass or Fail criteria as per the requirements defined in this RFP. Consultants' submissions must meet all stage 1 criteria to proceed to further evaluation. Submissions that fail the Preliminary stage shall have their Financial Proposals returned unopened.

### **8.2.2 Technical Evaluation**

The second stage of the evaluation process is the Technical Evaluation, as defined in Annexure 4. A proposal shall obtain a minimum score of 70% to be deemed Technically Responsive and shall be subject to the final stage of the evaluation process, the Financial Evaluation. Submissions that do not obtain a minimum of 70% will be rejected, and their Financial Proposals will be returned unopened.

### **8.2.3 Financial Evaluation**

The third and final stage of the Evaluation process is the Financial Evaluation. During this stage, the Financial Proposals of bidders that pass the Technical Evaluation phase will be opened, and the bidders will be ranked according to their proposal price. The bidder with the lowest price will be ranked the highest, and negotiations will start with the highest-ranked Consultant. The Consultant contacted for negotiations shall be prepared to furnish a detailed cost breakdown and provide clarifications pertaining to the submitted proposal as may be required to substantiate the proposal contract price.

**8.3** The aim of the negotiations is to reach an agreement on all points with the Consultant and to initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of the Consultant's proposal, the proposed work plan, and any suggestions the Consultant may have given 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 the reporting schedule.

**8.4** If negotiations with the highest-ranked Consultant are not successful, negotiations will start with the second highest-ranked Consultant and so on until an agreement with a consultant is reached.

**8.5** The contract will be awarded to the successful bidder after successful negotiations with Oshakati Town Council.

**9. Rights of Oshakati Town Council**

9.1 Oshakati Town Council reserves the right to cancel the bidding process and not be bound to select any of the bidders' submitting proposals in accordance with section 54 of the Public Procurement Act.

9.2 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.

**10. Duration of Contract**

The contract duration shall be for two (2) years.

**11. Validity of Proposal**

You are requested to keep your proposal valid for the next two (2) years from the submission deadline, during which period you will maintain your proposed price without change.

**12. Commencement date of Contract**

Assuming that the contract can be satisfactorily concluded by both parties, the successful bidder will be expected to commence work within 5 days after the closing date of this RFP. The exact commencement date will be finalised during the negotiations stage with the Consultant.

**13. Tax Liability**

Please note that the fees payable under this contract will be subject to normal tax liability in Namibia. Please be advised that Oshakati Town Council shall pay directly or reimburse the taxes, duties, fees, levies, and their impositions in Namibia related to:

13.1 Payments to the Bidder in connection with carrying out this contract will be made 30 days from the statement date.

**14. Insurance**

The Consultant shall be responsible for the cost of any insurance, medical examination, or treatment required by him/her during performing the services.

15. **Confirmation of Invitation to submit proposal**

Consultants are requested to confirm via email at akorea@oshtc.na, acknowledgement of receipt of this Letter of Invitation within 3 days and their intention to submit a proposal or not.

Yours faithfully,

***Ms. Anna-Liisa Korea***

SECRETARY: PROCUREMENT COMMITTEE

Enclosures:

Annexure – 1: Terms of Reference (TOR)

Annexure – 2: Instruction for the preparation of bid

Annexure – 3: Bidding Forms

Annexure – 4: Bid Evaluation Criteria

Annexure – 5: A sample format of the Service Contract

Dear Sir/Madam,

SC/RP/OSHTC-10/2025-2026

**Terms of Reference (TOR)**

**RFP No.: SC/RP/OSHTC-10/2025/2026**

**Title: CONSULTANCY SERVICES TO CONDUCT ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN COUNCIL**

**1. Background**

Oshakati Town Council is committed to promoting and maintaining the health and well-being of its employees. In line with occupational health and safety standards, the Council seeks to engage a qualified and reputable **Occupational Health Medical Practitioner** to conduct annual medical examinations for its permanent employees.

**2. Objective**

The objective of this assignment is to:

- Assess the overall health status of employees
- Detect early signs of occupational-related diseases
- Ensure employees are fit for duty in their respective roles
- Provide recommendations to improve workplace health and safety

**3. Scope of Services**

The scope of work to be carried out by the successful consultant includes the following activities: The service provider shall conduct **annual medical check-ups** for a total of **120 employees** across various departments.

Employees are categorized as follows:

- **a) Office-Based Employees**
- **b) Field Workers**

**4. Medical Examination Requirements**

The medical check-ups shall include the following assessments:

1. Respiratory system evaluation
2. Audiometry (hearing test)
3. Spirometry (lung function test)

4. Chest X-ray
5. Vision test
6. Spinal/back assessment
7. Drug testing (urine)
8. Cholesterol
9. Glucose

#### **5. Applicability of Tests**

- **Field Workers:**  
Shall undergo **all the above examinations**, due to higher exposure to occupational hazards.
- **Office-Based Employees:**  
Shall undergo **selected examinations**, as deemed appropriate by the Occupational Health Practitioner.

#### **6. Location of Services (Oshakati Town Council Civic centre)**

All medical examinations shall be conducted onsite at the premises of: Oshakati Town Council Civic centre. The service provider must supply all necessary medical equipment and personnel required to carry out the examinations onsite, except the X-Ray whereby the service provider is expected to liaise with local service provider of ***which the cost for X-rays examination be covered by Council.***

The Consultant is not limited to the above and should submit a detailed proposal.

#### **4. Deliverables**

The following are the deliverables expected from the Consultant: The service provider shall:

- Conduct all required medical tests and assessments
- Provide confidential individual medical reports to each employee
- Submit a comprehensive consolidated report to management, including:
  - Summary of findings
  - Identified occupational health risks
  - Recommendations for intervention and prevention
  - Ensure proper handling and confidentiality of medical data

## 5. Contract Duration

The contract duration is two (2) years. The medical examinations shall be completed within a timeframe of 5 days. The Consultant shall develop a proposed schedule that forms part of the submitted proposal.

## 6. Remuneration and Payment

Payment will be made upon completion of the assessment and the provision of a final report. Payment will be made in Namibian dollars only.

## 9. Qualification Requirements

The service provider leading Medical Practitioner should possess the following qualification:

1. **MBChB / Medical Degree**
2. Registration as a medical doctor
3. Diploma or Postgraduate specialization in **Occupational Medicine** or **Occupational Health**
  - Diploma in Occupational Health (DOH) or
  - Master's in Occupational Medicine/Public Health
4. Clinical and workplace health experience
  - Demonstrate capacity to conduct onsite medical examinations
  - Comply with all relevant health and safety regulations

## 10. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Three (3) testimonial/reference from clients with traceable contact
- Capacity to deliver onsite services
- Cost-effectiveness
- Compliance with requirements

## 11. Reporting and Accountability

The service provider will report to the designated representative of Oshakati Town Council and ensure timely submission of all deliverables.

## Instruction for preparation of bid

RFP No.: **SC/RP/OSHTC-10/2025/2026**

**Title: CONSULTANCY SERVICES TO CONDUCT ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN COUNCIL**

**Please use the suggested instructions below on how to prepare your bid.**

1. Please give your best proposal in response to the RFP.
2. Submit two proposals in separate envelopes, one for a technical proposal and the other for a financial proposal.
3. Complete your response as follows:
  - (i) Complete the Bid submission **Form NP.F-1**.
  - (ii) Mandatory Requirements –

The following mandatory documents are required:

- a valid certified copy by the Namibian Police / Commissioner of Oath of company registration certificate.
- a valid original good standing tax certificate
- a valid original good standing social security certificate
- a list of the proposed personnel by specialty and the tasks that would be assigned to each personnel
- proposed methodology and work plan in response to the Request for Proposal
- a valid certified copy by the Namibian Police / Commissioner of Oath of the company registration certificate of Affirmative Action Compliance Certificate or, in the absence of proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act, 1998 (*Applicable to Namibian Entities only*).

**(Please note that a letter from the Bidder stating that the Bidder is not a relevant employer is not sufficient.)**

- (iii) Complete and sign the Bid Securing Declaration **Form NP.F-2** and include the form in the Technical Proposal envelope

- (iv) Formulate your Financial Proposal by completing **Form NP.F-6**. Please note that the currency is Namibian dollars. **Form NP.F-6** shall be included in the Financial Proposal envelope.
- (v) Complete and sign the self-declaration of the conditions of non-eligibility. Use **Form NP.F-7**.
- (vi) Complete and sign an undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, wage determinations, and Award, where applicable, and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof **Form NP.F-8**.
- (vii) Technical Proposal  
Formulate your Technical Proposal in response:
  - The Consultant shall submit CVs detailing the qualifications and experience of all team members. Certified copies of qualifications shall be attached for the Consultant's team leader and team members. Use **Form NP.F-4** and include it in the Technical envelope.
  - An outline of recent experience on assignments/projects of a similar nature executed in the last five years. Use **Form NP.F-5** and include the form in the technical envelope.
  - A description of the way/manner the consultant plans to execute the work.
  - The Consultant's comments, if any, on the data, services, and facilities to be provided by Oshakati Town Council as indicated in the Terms of Reference (TOR).
  - If a joint venture submits a proposal, the leading consultant must be identified.

The Proposals shall be submitted in two separate envelopes; one should be marked "Technical Proposal" and the other marked "Financial Proposal," dully marked with Bid Number "RFP No: **SC/RP/NPWR-11/2026**" and Titled "Consultancy Services to conduct a comprehensive ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN COUNCIL" ***Please make sure that your financial proposal (Form NP.F-6) is properly sealed to*** be deposited into the Bid box on or before: **10<sup>th</sup> June 2026 at 10h00 am, Namibian time.**

All envelopes should bear details of the bidding company.

**Bidders must note that if technical and financial proposals are packaged in one document, it will warrant automatic disqualification.**

## Bidding Forms

RFP No.: SC/RP/OSHTC-10/2025/2026

**Title:** CONSULTANCY SERVICES TO CONDUCT A COMPREHENSIVE ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN

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**Bid Submission Form**

From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSULTANCY SERVICES TO CONDUCT A COMPREHENSIVE ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN.**

I/We \_\_\_\_\_ herewith enclose Technical and Financial Proposals for selection as Consultant for Oshakati Town Council

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: \_\_\_\_\_

**Bidder's Information Sheet**

<p><b>Bidder's Legal Name:</b> <i>(In case of JV, legal name of each party)</i></p>	
<p><b>Bidder's actual or intended Country of Registration:</b></p>	
<p><b>Bidder's Legal Address in Country of Registration:</b></p>	
<p><b>Bidder's Authorized Representative</b>  (Please provide Name, Address, Telephone/Fax numbers, and Email Address)</p>	
<p>Attached are copies of original documents of</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Articles of Incorporation or Registration of firm</li> <li><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement</li> <li><input type="checkbox"/> In case of government owned entity from Namibia, documents establishing legal and financial autonomy and compliance with commercial law</li> </ul> <p>Any other documents (please specify)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** .....

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: .....

Capacity of: .....

Name: .....

(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder])

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal

[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.]



## 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 of:.....

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.

## Technical Proposal Response

Item	Instruction	
Request for proposal response	Attach/Append your response to the scope in the Terms of Reference. Annexure 1. Demonstrate how you will meet the implementation/ configuration/requirements in the scope of the Terms of Reference.	
Outline Plan (if applicable)	Attach/Append the implementation plan/ schedule. Please provide the intended starting and completion dates of the project.	
Consultant(s) Resume	Attach/Append the resume (CV) for the key consultant(s) for the engagement. Please use the suggested format <b>FORM NP.F-4</b>	
List of previous engagement	List of similar assignments for the last five years. Use <b>Form NP.F-5</b>	
Comments to the TOR	Any comments or suggestions of the Consultant on the Terms of Reference (TOR).	
Comments on services and facilities	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).	

This offer is valid for \_\_\_\_\_ days.

### Technical proposal authorized by:

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

## Format of 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 the assignment's tasks. Describe the 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. Attach certified copies of qualifications.]*

### Employment Record:

*[Starting with the 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 the last ten years, also give types of activities performed and employer 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: \_\_\_\_\_

**[Signature of Consultant]:** \_\_\_\_\_

**Full name of Consultant:** \_\_\_\_\_

## Assignments of Similar Nature Successfully Completed During Last 5 Years

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

Name of Project	Location of Project	Owner or Sponsoring agency with contact person information	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

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



## Financial Proposal

*[Complete the unit and total prices for each item listed below. The quantities shown below are approximate and not subject to re-measurement for payment purposes.]*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
<b>Subtotal</b>					
<b>VAT @</b>				<b>%</b>	
<b>Total</b>					

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## Self-Declaration

RFP No.: SC/RP/NOSHTC-10/2025/2026

Title: **Consultancy Services to Conduct a Comprehensive Annual Medical Check-Up Services for Permanent Employees of Oshakati Town.**

I/We the undersigned declare that:

- 1) I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission;
- 2) I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group;
- 3) I/ we will 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.
- 4) I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest
- 5) I/ we will not sought, attempted to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 2026

Signature (of duly authorised officer): \_\_\_\_\_.

Full Name and Designation: \_\_\_\_\_  
\_\_\_\_\_

## Bid Evaluation Criteria

RFP No.: SC/RP/OSHTC-10/2026

Title: **Consultancy Services to Conduct a Comprehensive Annual Medical Check-Up Services for Permanent Employees of Oshakati Town Council.**

### 1. Evaluation Method

The Least-Cost and Acceptable Quality Selection Method (as defined in the Public Procurement Act section 27(b) (iv) will be applied for this Request For Proposal.

### 2. Evaluation Process

The proposal will be evaluated according to the method stated in the Letter of Invitation.

#### 2.1 Stage 1: Preliminary Evaluation

The table below will be used to evaluate the first stage. For further evaluation, consultants shall comply with all the criteria listed in the table below. All certifications are to be done by a **Commissioner of Oath**.

Stage 1: Preliminary Evaluation			
2.1.1 Mandatory Requirements			
Criteria	Yes/Pass	No/Fail	Supporting Document
Company Registration			Certified copy of Founding Statement or Company Registration Certificate
A valid original certificate of good standing Tax Certificate			Good Standing Tax Certificate
A valid original certificate of good standing Social Security Certificate			Good Standing Social Security

			Certificate
Authentic / original letter from a commercial bank indicating company's Credit Bank rating			
A list of the proposed personnel by specialty and the tasks that would be assigned to each personnel			Any Format
Proposed methodology and work plan in response to the Request for Proposal			Preferred Method
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.			Affirmative Action Compliance Certificate
Bid Submission Form			Form NP.F-1
Bid Securing Declaration			Form NP.F-2
An undertaking on the part of the Bidder (Labour Act form)			Form NP.F-8
2.1.2 Eligibility Criteria			
Criteria	Yes/Pass	No/Fail	Supporting Document
Consultant shall not be declared ineligible by the Government of Namibia at the deadline of RFP submission.			Form NP.F-7
Consultants shall not appear on ineligibility list of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group.			Form NP.F-7

Consultants who fully comply with Stage 1: Preliminary Evaluation, will be further evaluated technically in Stage 2.

## 2.2 Stage 2: Technical Evaluation Criteria

Bidders must pass all the requirements to be considered technically compliant. The technical proposal will be assessed on the following criteria:

<b>Technical Evaluation Criteria (Stage 2)</b>		
<b>No</b>	<b>Item Description</b>	<b>Yes/No</b>
<b>1</b>	<b>Bidder's Experience (provide evidence (reference letter)),</b>	
	Three (3) testimonial/references from clients with traceable contact about the provision of occupational health services	
	Relevant experience of at least 5 years providing Occupational health services	
<b>2</b>	<b>Competencies and capacity of key personnel (provide evidence (certified copies))</b> The evaluation are based on: <ul style="list-style-type: none"> <li>• MBChB/Medical Degree</li> <li>• Registration as a Medical Doctor</li> <li>• Diploma or Postgraduate specialization in Occupational Medicine/Occupational Health</li> </ul>	
	<b>OVERALL</b>	

## 2.3 STAGE 3: Financial Evaluation

Only Bids that have passed all the technical requirements will be considered for financial evaluation shall have their prices evaluated. The lowest Price from the technically compliant Bids will be recommended for award.

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# CONTRACT

RFP No. : SC/RP/OSHTC-10/2025/2026

CONSULTANCY SERVICE CONTRACT

**BETWEEN**

*Oshakati Town Council*

**AND**

[INSERT CONSULTANT NAME]

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**THIS SERVICE CONTRACT** entered into this *[date]*, between *[insert entity name]* [hereinafter called "Oshakati Town Council"] and *[insert consultants name]* (hereinafter called the "Consultant").

**WITNESS THAT:**

**WHEREAS** Oshakati Town Council has determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

**WHEREAS** the Consultant represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

**NOW THEREFORE** the parties hereto have agreed as follows:

**ARTICLE I**  
**SCOPE OF SERVICES**

- 1.1 The services to be performed by the Consultant under this Contract (hereinafter called the Services) are those described in the Terms of Reference attached hereto as Annex I to this Contract. The Terms of Reference shall form an integral part of this Contract.

**ARTICLE II**  
**COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT**

- 2.1 The Consultant shall commence the Services on upon signature of this Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (annex I) or as otherwise indicated by Oshakati Town Council in writing.
- 2.2 The Services shall be for *[insert no of days/months/years]*, beginning on the date of commencement of the Services, and ending not later than *[insert completion date]*.

**ARTICLE III**  
**DUTIES OF THE CONSULTANT**

- 3.1 The Consultant shall perform the services and carry out its obligations hereunder with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to Oshakati Town Council.

- 3.2 The Consultant shall:
- 3.2.1 regularly report to, and obtain direction and guidance from Oshakati Town Council on all matters arising from or relating to this Contract;
  - 3.2.2 promptly comply with such instructions as may be issued from time to time by Oshakati Town Council in connection with the performance of the services.
- 3.3 The Consultant shall perform the services to the satisfaction of Oshakati Town Council in accordance with the Terms of Reference and at such intervals as Oshakati Town Council may require.
- 3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under this Contract in such form and detail as shall be satisfactory to Oshakati Town Council for the purposes of making payment or settlement under the Contract, where applicable.
- 3.5 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.
- 3.6 The Consultant shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under this Contract. Oshakati Town Council shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

#### **ARTICLE IV** **PAYMENT FOR THE SERVICES**

- 4.1 Oshakati Town Council shall pay to the Consultant, in respect of the services, the amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").
- 4.2 The Contract Amount shall be paid to the Consultant in accordance with the modalities specified in Annex II to this Contract, which forms an integral part hereof.
- 4.3 Payments shall be made within thirty (30) days from date of invoice by Oshakati Town Council to the Consultants account as indicated in Annex II.
- 4.4 All payments shall be paid subject to the corresponding deliverable as specified in Annex II.

## **ARTICLE V** **CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS**

- 5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Consultant in connection with or by virtue of the present Contract, shall be received in strict confidence and be treated as confidential by the Consultant. The Consultant shall not be entitled to use, make copies for any purpose that is not related to this Contract and/or disclose to any person any information received save for employees directly involved with the execution of the services.
- 5.2 The Consultant shall impose a corresponding non-disclosure obligation on those employees who are employed to perform the services and/or third parties involved in the performance of the services.
- 5.3 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to.
- 5.4 Any study, report or other material, graphic, software or otherwise, prepared by the Consultant for Oshakati Town Council under the Contract shall belong to and remain the property of Oshakati Town Council and Oshakati Town Council shall be the undisputed holder of all intellectual property rights therein. The Consultant may retain a copy of such documents and software for internal purposes.

## **ARTICLE VI** **ASSIGNMENT AND SUB-CONTRACTING**

- 6.1 Except with the prior written consent of Oshakati Town Council, the Consultant shall not:
- 6.1.1 in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under this Contract;
  - 6.1.2 sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

## **ARTICLE VII** **LIABILITY OF THE CONSULTANT**

- 1.1 The Consultant shall abide by, and take all measures necessary to enable him/her

comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.

- 7.2 The Consultant shall be liable for the execution of the services under this Contract as well as any loss suffered by Oshakati Town Council as a result of any default, error or omission on his/her part in such execution or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under this Contract.

### **ARTICLE VIII** **FORCE MAJEURE**

- 8.1 Neither party to this Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to *force majeure*.
- 8.2 If either Party is unable to execute under this Agreement due to a *force majeure*, such Party shall give immediate notice to the other Party of the event.
- 8.3 In the event a *force majeure* event delays performance of the whole or any part of this Contract for more than sixty (60) days, either party shall have the right, by notice in writing to the other party, to terminate the Contract.
- 8.4 For purposes of this Article, an event of *force majeure* shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

### **ARTICLE IX** **TERMINATION OF CONTRACT**

- 9.1 Oshakati Town Council may, upon giving not less than thirty (30) days' notice in writing to the Consultant, terminate this Contract if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.
- 9.2 Oshakati Town Council may, at its option, terminate this Contract when it is in the interest of or for the convenience of Oshakati Town Council to do so, provided that the Consultant shall in that event be given a notice of not less than thirty (30) days of such termination.

- 9.3 The Consultant may terminate this Contract if Oshakati Town Council has, within a period of forty five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.
- 
- 9.4 The parties hereto may by mutual agreement terminate this Contract.
- 9.5 If this Contract is terminated under this Article, Oshakati Town Council shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other direct amounts incidental to the termination as may be reasonable in the circumstances.

#### **ARTICLE X** **DISPUTE SETTLEMENT**

- 10.1 Any dispute arising out of or in connection with this Contract shall, unless it is amicably settled, be decided upon by the Accounting Officer of Oshakati Town Council who shall transmit his decision in writing to both parties.
- 10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for arbitration to the President of the Law Society of Namibia.
- 10.3 The President of the Law Society of Namibia shall appoint the Arbitrator and shall be final and binding upon the Parties under the rules as determined by the Arbitrator.

#### **ARTICLE XI** **MODIFICATION OR AMENDMENT**

- 11.1 Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to this Contract.
- 11.2 Notwithstanding the preceding paragraph, Oshakati Town Council may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.
-

**ARTICLE XII**  
**EFFECTIVE DATE**

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- 12.1 This Contract shall enter into force on the date of its signature by both parties.
- 12.2 Unless terminated under Article VIII or IX above, this Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

**ARTICLE XIII**  
**CHANNEL OF COMMUNICATIONS AND NOTICE**

- 13.1 For the purposes of this Contract, the authorized representative of Oshakati Town Council shall be the Accounting Officer of Oshakati Town Council.
- 13.2 Any communication, notification, submission, notice, demand or request under this Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

**FOR OSHAKATI TOWN COUNCIL**

Postal Address : Private Bag 5530  
Physical Address : 906 Sam Nujoma drive, Oshakati  
Email : .....

**FOR THE CONSULTANT**

Postal Address : \_\_\_\_\_  
Physical Address : \_\_\_\_\_  
Facsimile : \_\_\_\_\_

**ARTICLE XIV**  
**GOVERNING LAW**

- 14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of the Republic of Namibia.
- 

**IN WITNESS WHEREOF** the parties hereto have caused this Contract to be signed in their respective names in two original counterparts in English on the date first above written.



Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

**FOR OSHAKATI TOWN COUNCIL**

**FOR THE CONSULTANT**

\_\_\_\_\_

\_\_\_\_\_

## BID CHECKLIST SCHEDULE

**Procurement Reference No.: SC/RP/OSHTC-10/2025/2026**

Description	Attached (please tick if submitted and cross if not)	
Bid submission Form		
A duly completed and signed Bid Securing Declaration form		
A duly completed and signed financial proposal/rate card		
A duly completed and signed Self-Declaration		
<b>Evidencing Eligibility Documents:</b>		
a valid certified copy by the Namibian Police / Commissioner of Oath of company registration certificate		
a valid original good standing tax certificate		
a valid original good standing social security certificate		
a valid certified copy by the Namibian Police of Affirmative Action Compliance Certificate or, in absence, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of section 42 of the Affirmative Action Act, 1998		
Authentic / original letter from a commercial bank indicating company's Credit Bank rating		
An undertaking on the part of the Bidder (Labour Act form)		
A list of the proposed personnel by specialty and the tasks that would be assigned to each personnel		
Proposed methodology and work plan in response to the Request for Proposal		
Three (3) testimonial/references from clients with traceable contact about the provision of occupational health services		
Relevant experience of at least 5 years providing Occupational health services		

**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 bid 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.*

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**ENVELOP COVER**

**TECHNICAL**

**CONSULTANCY SERVICES TO CONDUCT ANNUAL MEDICAL CHECK-UP SERVICES FOR PERMANENT EMPLOYEES OF OSHAKATI TOWN COUNCIL**

DELIVERY ADDRESS FOR:

Oshakati Town Council  
906 Sam Nuyoma Road  
Private Bag 5530  
Oshakati  
Tel:065-229500

**CLOSING DATE: Wednesday, 10 June 2026 @ 10H00**

**FROM:**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**P. O. BOX:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_