Request for Proposal

CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES

BID REF. NO: SC/RP/OSHTC-02/2026/2027

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.
- Deadline for request for clarifications from Bidder: **Monday, 19 October 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Friday, 23rd October 2026@ 12H00PM**
- 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:

Name	Anna-Liisa Korea	Ndahambelela Ndiwakalunga
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/527
Email	akorea@oshtc.na	Ndiwakalungan@oshtc.na

Date Issued 09 October 2026

Oshakati
TOWN COUNCIL

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

Section 1: Letter of Invitation

09 October 2026

Procurement Reference No: SC/RP/OSHTC-02/2027

Dear Consultants,

SUBJECT: CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES

1. Oshakati Town Council hereby invites suitably qualified and experienced service providers to submit proposals for the provision of corporate team-building facilitation services for its employees.
2. The purpose of the assignment is to promote teamwork, effective communication, collaboration, mutual trust, employee motivation, problem-solving, Handling of pressure and conflict , Emotional intelligence, How to brand the Council and positive working relationships among Council employees. Activities are structured to relate symbolically to the work environment. The appointed service provider will be responsible for planning, organising, facilitating, and coordinating structured team-building activities tailored to the Council's organisational needs and objectives.
3. A firm will be selected under **Quality and Cost Method** and procedures described in this RFP, in accordance with the policies and procedures for public procurement in the Republic of Namibia.
    1. The Request For or Proposal (RFP) includes the following documents:
        Section 1 - Letter of Invitation
        Section 2 - Instructions to Consultants (including Data Sheet)
        Section 3 - Technical Proposal - Standard Forms
        Section 4 - Financial Proposal - Standard Forms (not Applicable)
        Section 5 - Terms of Reference
        Section 6 - Standard Form of Contract

2. The procurement contract shall be awarded to successful bidder who achieve the highest technical scores and whose bids are determined to be substantially lowest responsive and compliant with the requirements of the bidding document.

4. Any request for clarification should be forwarded in writing and emailed to Ndiwakalungan@oshtc.na for the attention of Ms. Ndambelela Ndiwakalunga, (Tel: 264 65 229500/527. Requests for clarification should be received by **3 working days prior to the deadline set for submission of proposals.** 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 to acquaint themselves with the legislation governing public procurement in the Republic of Namibia.

5. **Eligibility**

7.1 This Request for Proposal (RFP) has been addressed to the following listed Consultants.

7.2 Consultants 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

7.3 It is not permissible to transfer this invitation to any other firm.

6. 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: **23 October 2026**, at **12h00** 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:
Oshakati Town Council Civic Center
Entrance foyer
Oshakati
Namibia

Emailed proposals will not be accepted.

7. Evaluation and Award of Contract

The proposal will be evaluated according to the following criteria:

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

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

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

9.2.1 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.

9.2.2 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.

9.2.3 Financial Evaluation

The third and final stage of the Evaluation process is 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.

9.3 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.

9.4 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.

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

8. Rights of Oshakati Town Council

10.1 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.

10.2 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.

9. Duration of Contract

The contract duration shall be for **One (1) day**.

10. Validity of Proposal

You are requested to keep your proposal valid for Sixty (60) days from the submission deadline, during which period you will maintain your proposed price without change.

11. 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 60 days after the closing date of this RFP. The exact commencement date will be finalised during the negotiations stage with the Consultant.

12. Tax Liability

Please note that the fees payable under this contract will be subject to normal tax liability in Namibia. Payments to the Bidder in connection with carrying out this contract will be made 30 days from the statement /invoice date.

13. Insurance

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

14. 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,

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

Annexure – 1

TERMS OF REFERENCE

1. INTRODUCTION

1.1 Event Background

Oshakati Town Council intends to engage the services of a suitably qualified and experienced service provider to plan, coordinate and facilitate corporate team-building activities for its councilors, management and employees.

The purpose of the event is to strengthen interpersonal relationships, promote collaboration between departments, improve communication and teamwork, and enhance employee motivation and workplace relationships.

The service provider shall design and facilitate engaging, interactive and participatory activities that encourage employees to work together, share ideas, solve problems and develop a better understanding of their individual and collective roles within the Council.

The activities shall be designed to accommodate participants with different levels of physical fitness and abilities. The programme should promote a spirit of fun, inclusivity, mutual respect and cooperation while ensuring that the lessons learned can be applied in the Council's working environment.

1.2 Event Objectives

The objectives of the team-building event are to:

- Provide a safe, enjoyable and inclusive environment for councillors, management and employees to interact, socialise and build positive working relationships.
- Strengthen teamwork and collaboration among employees from different departments.
- Improve communication, mutual trust, cooperation and understanding.
- Develop problem-solving, decision-making, leadership and conflict-management skills.
- Promote emotional intelligence, respect for diversity and effective interpersonal relationships.
- Enhance employee motivation, morale and a sense of belonging.
- Encourage employees to manage workplace pressure and resolve conflicts constructively.
- Promote a shared understanding of the Council's corporate identity, values and organisational objectives.
- Reinforce the importance of applying teamwork, accountability, integrity and cooperation in the workplace.

1.3 Programme Requirements

The service provider shall develop a comprehensive team-building programme addressing the following key areas:

- Teamwork and collaboration.
- Effective communication and interpersonal relationships.
- Leadership and collective decision-making.
- Problem-solving and critical thinking.
- Handling workplace pressure and conflict resolution.
- Emotional intelligence and mutual respect.
- Employee motivation and relationship-building.
- Corporate identity, organisational values and promoting the image of Oshakati Town Council.
- Applying lessons learned from team-building activities to the workplace.

The proposed activities shall be interactive, engaging and relevant to the Council's working environment. Each activity shall have a clear objective and a practical learning outcome that participants can apply in their daily work.

2. SCOPE OF WORK

The scope of work shall include, but not be limited to, the following:

(a) Develop a comprehensive programme for corporate team-building activities tailored to the needs and objectives of Oshakati Town Council.

(b) Plan, organise and facilitate structured team-building activities that promote teamwork, communication, collaboration, trust and positive working relationships among councillors, management and employees.

(c) Divide participants into teams to participate in various interactive activities and challenges that encourage cooperation, leadership, creativity and problem-solving.

(d) Design activities that are enjoyable, inclusive and suitable for participants with different levels of physical fitness and abilities.

(e) Incorporate activities that address workplace pressure, conflict management, emotional intelligence, effective communication and team decision-making.

(f) Ensure that the activities reflect the Council's organisational values, corporate identity and the importance of collaboration across departments.

(g) Provide all necessary facilitation materials, equipment and resources required to conduct the approved activities.

(h) Manage and coordinate the programme to ensure that activities are conducted according to the approved schedule and in a professional and safe manner.

(i) Facilitate discussions and feedback sessions after selected activities to help participants understand the lessons learned and how these can be applied in their daily work.

(j) Conduct a closing session highlighting the key lessons, observations and recommendations for improving teamwork and employee relations within the Council.

(k) Prepare and submit a final report outlining the activities conducted, participation, key outcomes, lessons learned and recommendations for future team-building initiatives.

(l) Submit a detailed technical and financial proposal indicating the proposed methodology, programme, duration, required resources and total cost of delivering the services.

Number of participants: Approximately 102 councillors, management and employees of Oshakati Town Council.

3. SERVICES AND FACILITIES TO BE PROVIDED BY OSHAKATI TOWN COUNCIL

Oshakati Town Council shall be responsible for the following, subject to the final arrangements agreed with the appointed service provider:

- Provide the venue for the team-building event. • **Venue: – Ngandu Hotel and Casino (Rundu)**
- Designate a Council representative to liaise with the service provider.
- Provide relevant information on the Council's objectives and expectations for the event.
- Facilitate communication between the service provider and relevant Council officials where necessary.
- Confirm the final number of participants and any specific logistical requirements before the event.

The service provider shall clearly indicate in its proposal any additional facilities, equipment, refreshments, meals, transport or other requirements that must be provided by the Council or included in the quoted price.

4. CONTRACT DURATION AND FEES

(a) Duration of the Contract

The team-building event shall be conducted over **one full day**, 22nd November.

The successful service provider shall submit a detailed programme indicating the activities, sequence, duration and expected outcomes of each session for approval by the Council before the event.

The service provider shall make the necessary preparations in advance to ensure the smooth and successful delivery of the event.

(b) Payment

Payment shall be paid in full within 30 days upon satisfactory completion of the team-building event and submission of the required supporting documentation, subject to the Council's applicable financial procedures and contractual conditions.

The financial proposal shall clearly indicate the total cost of the event for approximately 102 participants and specify all costs associated with facilitation, materials, equipment, logistics and any additional services included in the proposal.

Any exclusions or additional costs shall be clearly stated in the financial proposal.

5. DELIVERABLES

The successful service provider shall be required to deliver the following:

1. A detailed team-building programme for approval by Oshakati Town Council before the event.
2. A comprehensive set of interactive team-building activities aligned with the objectives of the assignment.
3. Professional facilitation and coordination of the full-day team-building event.
4. All agreed facilitation materials, equipment and resources necessary for the activities.
5. Feedback and reflection sessions highlighting the lessons learned and their practical application in the workplace.
6. A final report summarising the activities conducted, key outcomes, lessons learned and recommendations for improving teamwork, communication and employee relations within Oshakati Town Council.

Annexure - 2

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

   (a) Technical Proposals
   - (i) Curriculum Vitae of Consultant (Form F-2).
   - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
   - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
   - (iv) A description of the way the Consultant would plan to execute the work.
   - (v) 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).

   (b) Financial Proposals

2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)

3. The proposals shall be submitted in one original ***both technical and financial proposals)***

Contract Negotiations

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

2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Instruction for preparation of bid

RFP No.: SC/RP/OSHTC-02/2026/2026

Title: **CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES**

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

4. Please give your best proposal in response to the RFP.
5. Submit two proposals in separate envelopes, one for a technical proposal and the other for a financial proposal.
6. Complete your response as follows:
   (i) Complete the Bid submission **Form 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 (not certified copy)of good standing tax certificate (*Applicable to Namibian Entities only*);
   - a valid original (not certified copy) good standing social security certificate (*Applicable to Namibian Entities only*);
   - 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 F-2** and include the form in the Technical Proposal envelope
   (iv) Formulate your Financial Proposal by completing **Form F-6**. Please note that the currency is Namibian dollars. **Form 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 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 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 F-4** and include it in the Technical envelope.
- An outline of recent experience on assignments/projects of a same nature executed in the last five years. Use **Form 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/OSHTC-02/2026/2027**" and Titled "Consultancy Services for the Provision of Corporate Team Building Activities Training for Oshakati Town Council Employees." ***Please make sure that your financial proposal (Form F-6) is properly sealed to*** be deposited into the Bid box on or before: **23rd October 2026 at 12h00 am, Namibian time.**

All envelopes should bear details of the bidding company Envelop Cover attached.

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-02/2026/2027

Title: **CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES**

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FORM F-1

Bid Submission Form

From: _____ To: _____

_____ _____

_____ _____

CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES

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

Bidder's Legal Name: *(In case of JV, legal name of each party)*	
Bidder's actual or intended Country of Registration:	
Bidder's Legal Address in Country of Registration:	
Bidder's Authorized Representative (Please provide Name, Address, Telephone/Fax numbers, and Email Address)	

Attached are copies of original documents of

☐ Articles of Incorporation or Registration of firm

☐ In case of JV, letter of intent to form JV or JV agreement

☐ In case of government owned entity from Namibia, documents establishing legal and financial autonomy and compliance with commercial law

Any other documents (please specify)

☐ _____

☐ _____

☐ _____

☐ _____

FORM F-2

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:

_____

[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)

Form F-3

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/ methodology. 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 **FORM F-4**	
List of previous engagement	List of same assignments for the last three years. Use **Form F-5**	
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:		

FORM F-4

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: *Day/Month/Year*

[Signature of Consultant]: _____
Full name of Consultant: _____

FORM F-5

Assignments of Same Nature Successfully Completed During Last 2 Years

1. Outline of recent experience on assignments of same 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.)

FORM F-6

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.] ***quote must include venue and meals (breakfast & lunch)***

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

FORM F-7

Self-Declaration

RFP No.: SC/RP/OSHTC-02/2026/2027

Title: CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES

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: _____

_____

Form F-8

An undertaking on the part of the Bidder Form

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

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:……

PROCUREMENT DETAILS

Procurement Reference No.:……

Procurement Description: ……

Anticipated Contract Duration: ……

Location where work will be done, good/services will be delivered: ……

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.*

Annexure – 4

Bid Evaluation Criteria

RFP No.: SC/RP/OSHTC -02/2026/2027

Title: **CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES**

1. Evaluation Method

Cost and Quality Selection Method (as defined in the Public Procurement Act section 27(b) (i) 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 (not certified copy) good standing Tax Certificate			Good Standing Tax Certificate

A valid original (not certified copy) good standing Social Security Certificate			Good Standing Social Security Certificate
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 F-1
Bid Securing Declaration			Form F-2
An undertaking on the part of the Bidder (Labour Act form)			Form 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 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 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 (60 points)

2.2 Stage 2: Technical Evaluation Criteria (60 points)

Bidders must obtain a minimum score of 70% (42 points) to be considered technically compliant. The technical proposal will be assessed on the following criteria:

Technical Evaluation Criteria (Stage 2)	**70 Points**	
No	**Item Description**	
1	Three (3) Customers' reference letters with contact details of same/similar work done satisfactory attached.	20
	Less than Three (3) Customers' reference letters with contact details of same/similar work done satisfactory attached.	0
	Bidder must include a comprehensive company profile.	10
	No comprehensive company profile	0
2	a) Submit proof of experience that confirms that firm provided consulting services in formal corporate training and teambuilding activities for period of 3 years. Points to be allocated as follows: • More than 3 years' experience (30) • 2 years' experience (15) • Less than 1 year experience (0) Team leader highest qualification that the team leader has been trained to facilitate team building activities. (15)	30
3	**Technical methodology and workplan**	
	Clear, structured, and practical methodology with defined deliverables (outline all activities to be trained on and lessons to be learned)	10
	No structured approach/workplan	0

2.3 STAGE 3: Financial Evaluation

Only Bids that have passed the minimum technical score of 70% shall have their prices evaluated. The lowest Price from the technically compliant Bids will be recommended for award.

Annexure – 5

CONTRACT

RFP No. SC/RP/OSHTC-02/2026/2027

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 o Oshakati Town Council n 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 Oshakati Town Council.

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 *t*o 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

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, Oshakati
Physical Address : Sam Nujoma Drive
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-02/2026/2027

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		
Evidencing Eligibility Documents:		
a valid certified copy by the Namibian Police / Commissioner of Oath of company registration certificate		
a valid original not certified good standing tax certificate		
a valid original not certified copy 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		
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		
Reference letters from previous clients that demonstrate the bidder offered same services. The reference letters must be on the client's official letterhead (signed, company seal, contact number and email address).		

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 respo

ENVELOP COVER

CONSULTANCY SERVICES FOR THE FACILITATION AND COORDINATION OF CORPORATE TEAM-BUILDING ACTIVITIES FOR OSHAKATI TOWN COUNCIL EMPLOYEES

PROCUREMENT REFERENCE NO.: SC/RP/OSHTC-02/2026/2027.

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

FROM:

COMPANY NAME	
P. O. BOX	
CONTACT PERSON	
CONTACT NUMBER	
EMAIL:	

CLOSING TIME AND DATE: FRIDAY,23rd OCTOBER 2026 at 12h00