



## REQUEST FOR SEALED QUOTATION

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### PROVISION OF SALARY AND BENEFITS BENCHMARK STUDY

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**PROCUREMENT REF NO:**

NCS/RFQ/PMU -04 – FY21/22

**DATE ISSUED** : 09 December 2022

**CLOSING DATE:** 23rd December 2022 at 11:00am

Head Office, PMU, 1st Floor Gathemann Building  
181 Independence Avenue, Windhoek, Namibia

## 1. BACKGROUND

Namibia Wildlife Resorts is a State owned enterprise, mandated to run all the tourism facilities within the protected areas of Namibia (currently 23 facilities). The only shareholder is the Government of the Republic of Namibia; hence, it belongs to the Namibian people. The company was established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, (Act 3 of 1998), hereinafter referred to as the Act. Other legislation that has an impact on NWR are the Companies Act (Act 61 of 1973 as amended), the Public Enterprise Act (2 of 2006 as amended), the Public Enterprises Governance Amendment Act (Act 8 of 2015) and Public Procurement Act (Act No:15 of 2015).

## 2. PURPOSE

The objective of this Terms of Reference (TOR) is to select a suitable service provider for the purpose of remuneration benchmark study for approximately 640 NWR employees. Bidders are requested to propose the best and most cost-effective solutions to Namibia Wildlife Resorts for the period of three months starting on the 1<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023.

## 3. SCOPE OF SERVICES

- Conduct salary and benefit benchmark study of the following (NWR current salaries and benefits, Hospitality and Tourism Industry and Tier 2 Ste Owned Enterprises) and provide HR Data and recommend to EXCO best and most suitable remuneration practises for Consideration.
- Identify and review current salary and benefit anomalies and recommend appropriate corrections & adjustments in line with NWR Remuneration Policy.
- Review 2017 approved salary scale and draft new salary scale structure in line with NWR Remuneration Policy
- Review current NWR Remuneration Policy and incorporate best industry practises and align with salary scale structure.

## 4. MINIMUM REQUIREMENTS

4.1. Experience and staff complement will be considered in the evaluation, as well as price.

## 5. SELECTION & EVALUATION CRITERIA

Criteria	Submission Requirement	Weight (%)
Technical Proposal	<ul style="list-style-type: none"><li>• Detailed proposal as per scope of services provided</li></ul>	50%
Experience	<ul style="list-style-type: none"><li>• CVs with a brief description of Management's Experience</li><li>• Demonstrate experience in providing similar services preferably to similar big organisations like NWR, with at least 3 references</li></ul>	25%
Cost	<ul style="list-style-type: none"><li>• A clear breakdown of costs</li></ul>	15%
Project Completion	<ul style="list-style-type: none"><li>• Project completion 31/03/2023</li></ul>	15%

Deadline		
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## 6. Mandatory Documents

- a) Valid company registration certificate clearly indicating shareholders and principle business
- b) An original valid good standing tax certificate
- c) An original valid good standing social security certificate
- d) Certified copy of original affirmative action compliance certificate/proof from Employment Equity
- e) A written undertaking as contemplated in section 138 (2) of the Labour Act, 1998
- f) Certified copy of valid certificate of registration as an SME

## 7. Submission Instructions

Remuneration – Benchmark Proposal on Salaries and Benefits, including a cover letter and at least 3 (three) Trade References, should be dropped in the Tender Box indicated below:

NWR Head Office, PMU, 1<sup>st</sup> Floor Gathemann Building, and 181 Independence Avenue, Windhoek.

Bidders will be required to make formal presentation on a scheduled day to NWR Management on their Technical Proposal. All requests for clarification/information should be channelled through the Procurement Management Unit email address at [pmu@nwr.com.na](mailto:pmu@nwr.com.na).

The successful bidder will be notified once the process is concluded.

The deadline for submission of detailed proposals is the **23<sup>rd</sup> of December 2022 @11:00**

## 8. Terms and conditions

Namibia Wildlife Resorts (Ltd) reserves the right to eliminate bids deemed not to be eligible

Namibia Wildlife Resorts (Ltd) reserves the right to accept or reject any quotations received without incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the action.

Namibia Wildlife Resorts (Ltd) reserves the right to enter into agreements not specified herein.

All responses must be received on or before the deadline of submission date.

Incomplete quotations which doesn't meet or comply with the requirements, as specified, will be rejected.