



NAMIBIA WILDLIFE RESORTS

EXPRESSION OF INTEREST FOR PROVISION OF EXTERNAL AUDIT FOR THREE YEARS (FY2024 – FY 2026)

PROCUREMENT REFERENCE NO: CS/EOI/NWR04/FY23-24

ISSUED ON: 2nd February 2024

BID SUBMISSION DUE DATE: 23rd February 2024 @11H00

ENQUIRIES: pmu@nwr.com.na

TEL: + 26461 285 7106/7301

Name of Bidder	
Contact Person	
E-mail Address	
Postal Address	
Total Amount for per year (Incl. VAT):	



Letter of Invitation

[Name and Address of Bidder _____]

Procurement Reference Number: CS/EOI/NWR04/FY23-24

02 February 2024

Dear Bidder,

Expression of interest for the Provision of Audit service for a Period of three years

Namibia Wildlife Resorts invites you to submit your best quote for the services described in detail hereunder. **This bid is reserved for Namibian registered entities as required in terms of the amended section 29 (1) (b), the entity(ies) is/are incorporated or registered in Namibia in terms of the Public Procurement Act, 2015 (Act No. 15 of 2015)."**

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Please prepare and submit your Bid in accordance with the instructions given or inform the undersigned if you will not be submitting a Bid.

Yours faithfully,

Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Wildlife Resorts reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any Bid or to cancel the Bid process; and
- (c) reject all bids at any time prior to contract award.

2. Preparation of Bids

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

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

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

3. Validity of Bids

The Bid validity period shall be for 90 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) Have a valid proof of registration with professional bodies (PAAB and ICAN)

Bidders shall include the following **additional information and/or documents with their bids**;

- i. Service reference letter(s) on a company letter head from previous institution(s) where auditing Services had been rendered, as evidence with experience in providing auditing Services for at least five (5) years'.

- ii. Bidders are required to provide a Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates.

Should any of the above-mentioned information and/or documentation(s) not be attached, the bid will be deemed non-responsive and disqualified.

The obligatory documents indicated above, are acceptable as follows:

- A valid original document; or
- A valid certified copy of an original document, as certified by the Namibia Police or Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be fixed for a period of three years.

7. Documents to be submitted

Bidders shall submit along with their Bid documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to Namibia Wildlife Resorts with the Bidder's name at the back of the envelope.

9. Submission of Bids

Bids should be deposited in the Bid/Bid Box located at PMU office, second floor, Namibia Wildlife Resorts Head office, Private Bag 13378, 189 Erkrath Building, Windhoek, not later than **Friday, 23rd February at 11h00**. Offers by post or hand delivered should reach PMU office by the same date and time at latest. Late submission will be rejected.

Bids received by e-mail will not be considered.

10. Opening of Bids

Bids will be opened internally by Namibia Wildlife Resorts immediately after the closing time referred to in section 9 above. A record of the Bid Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of Namibia Wildlife Resorts and available to any bidder on request within three working days of the Opening.

11. Evaluation of Bids

Namibia Wildlife Resorts shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on the evaluated cost to determine the lowest evaluated Bid.

11.1. Technical Evaluation

11.1.1. Mandatory Documents

Subject	Requirement	Responsive	Non Responsive
1.	Bidder has submitted an original copy of company registration founding statement (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
2.	Bidder has an original valid good Standing TAX Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
3.	Bidder has an original valid good Standing Social Security Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
4.	Bidder has a valid certified copy of Affirmative Action Compliance Certificate, proof of Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
5.	Documentary proof of a minimum of 5 years' continuous experience in rendering of Auditing Services. Testimonials/ reference letters should be clearly indicative of the period (term) for which a bidder has provided such services.		
6.	In terms of labour law legislation, the bidder must sign an undertaking form of section 138 of the Labour Act, 2015 and section 50 (2) (D) of the Public Procurement Act, 2015.		

8.	Bidders are required to provide a Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates		
9.	Have a valid proof of registration with professional bodies (PAAB and ICAN)		
OVERALL LEGAL COMPLIANCE			
Submission of the above is MANDATORY and any bid deemed non-responsive at this stage will not be considered further			

11.1.2. Technical Evaluation Criteria

The maximum marks for the Technical Evaluation shall be **70%**. The pass marks for the Technical Evaluation shall be above **50%**. Those having not scored the minimum marks shall not be considered for this bid exercise.

1. TECHNICAL EVALUATION

Technical Evaluation (70 points)			
	(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)	Max Marks	Allocated Marks
Experience & Management Approach			
	<p>Detailed Operations Plan</p> <p>Fully detailed operations plan covering all the required auditing elements</p>	<ul style="list-style-type: none"> • Ability to handle audit clients the size of NWR • Experience with clients in the Hospitality and Tourism industry • Sufficiency of manpower, resources, skills and time to execute the audits • Your understanding of NWR and the associated challenges with such an audit. • Specialized skills such as IT systems audit, tax, forensics, risk and strategy for a client like NWR • The audit approach and strategy including fraud detection • How you will add value to NWR through the audit process • Knowledge of the Innkeeper financial system and other hospitality financial systems 	70
TOTAL SCORE			/70
<p>Only bidders scoring 70% and more will be considered for financial evaluation.</p>			

2. FINANCIAL EVALUATION

Financial Evaluation (30 points)				
(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)			Max Marks	Allocated Marks
Financial Approach				
Detailed Operations Plan Bidders will be ranked according to price quoted or offers (from lowest to highest). The lots shall be awarded to the lowest evaluated substantially responsive bid per lot in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).	Rate per hour	15		
	Total hours needed to compile the statements and audit related reports	15		
TOTAL SCORE			/30	

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

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

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows:

Not Applicable.

16. Award of Contract

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

17. Notification of Award and Debriefing

Namibia Wildlife Resorts shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, Namibia Wildlife Resorts shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: BID LETTER

(to be completed by Bidders)

Bid Addressed to:	Namibia Wildlife Resorts
Procurement Reference Number:	CS/EOI/NWR04/FY23-24
Subject matter of Procurement:	EXPRESSION OF INTEREST FOR PROVISION OF EXTERNAL AUDIT

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

We confirm that we are eligible to participate in this Bid exercise and meet the eligibility criteria specified in Section 1: Request for Bids.

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

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

We declare that the salaries and wages to be paid in respect of this Bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our Bid is _____ days from the date of the bid submission deadline.

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

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

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

Bid Authorised By:

Name of Bidder			
Contact Person			
Name of Person Authorising the Bid:	Position:	Signature:	
Date		Phone No./E-mail	

BID SECURING DECLARATION

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

Date: [Day/month/year]

Procurement Ref No.:

To: [insert complete name of Public Entity]

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

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

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract*

SECTION III: SCOPE OF SERVICES

1. DESCRIPTION OF SERVICES EXPECTED TO BE RENDERED:

A SECTION VI. SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS

1. DESCRIPTION OF SERVICES EXPECTED TO BE RENDERED:

The successful bidder will be required to conduct an audit of NWR's financial statements in accordance with the international standards of auditing and issue an audited report/s to the shareholders of the company.

Our financial year end is 31st of October each year and by law we are required to hold an Annual General Meeting within the following six months (30 April of the following year. Therefore an audit report as well as the financial statements need to be completed and distributed to the shareholder at least 21 days prior end of April.

Annual financial statements were compiled on casework by an external auditor for the 31 October 2022 and the same will be done for 31 October 2023. That file was converted into typeset format and printing. NWR can repeat this for the next 3 years. The bidders may suggest alternatives.

The bidders are further required to evaluate the extent of work required on annual report (to which the annual financial statements will be attached) and include it in their respective bids.

2. SPECIAL CONDITIONS OF CONTRACT

A. OBJECTIVE

The objective of the Scope of Service is to provide all technical requirements and standards for Provision of External Audit Services to the Namibia Wildlife Resorts. A Service Contract shall be entered into between the successful bidder and Namibia Wildlife Resorts.

.1 REQUIREMENTS FOR THE AUDITING SERVICE PROVIDER:

- Ability to handle audit clients the size of NWR
- Experience with clients in the Hospitality and Tourism industry
- Sufficiency of manpower, resources, skills and time to execute the audits
- Your understanding of NWR and the associated challenges with such an audit.
- Specialized skills such as IT systems audit, tax, forensics, risk and strategy for a client like NWR
- The audit approach and strategy including fraud detection
- How you will add value to NWR through the audit process
- Knowledge of the Innkeeper financial system and other hospitality financial systems

PRICED ACTIVITY SCHEDULE AUTHORIZATION

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

Procurement Reference Number: CS/EOI/NWR04/FY23-24

Currency of Bid: Namibian Dollar

Item description	Rates per hour	No of hours	Total (VAT Excl)	VAT	Total (VAT Incl)
Auditing fees per hour (your rates per hours should include all other related costs)					
			Subtotal		
			VAT @ %		
			Total		
			Total bid amount for (36) months		

Enter 0% VAT rate if VAT exempt.

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **CS/EOI/NWR04/FY23-24**

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	As per Section III: Scope of Services		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **CS/EOI/NWR04/FY23-24** for the procurement of services (time based) available on the website of the Public Entity ([www.Namibia Wildlife Resorts .com.na](http://www.NamibiaWildlifeResorts.com.na)) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: CS/EOI/NWR04/FY23-24

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect within 30 days after an award letter is issued
GCC 1.3.1 Intended Completion date	The Service Provider shall complete its activities within three years .
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Managing Director: Private Bag 13378, 189 Erkrath Building, Windhoek Namibia The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Email: md@nwr.com.na
GCC 2.10 Performance Security	Not Applicable.
GCC 4.2 Contract Price	The amount payable is: As per award.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis 30 days from statement date.
B	Prices shall not be adjustable.

Description	Attached	Not attached
Bid Submission Sheet		
List of Services and Priced Activity Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Documents evidencing Eligibility		
Certificate indicating SME Status (if applicable)		
Valid company Registration Certificate Copy from Ministry of Trade and Industry		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from Social Security Commission or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Valid 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;		
Has the bidder provided a Valid Fitness Certificate from the Towns/Municipalities in the business area the bidder is bidding for and lease agreement/title deed.		
Documentary proof of at 5 years' continuous experience in rendering of Auditing Services. Testimonials/ reference letters should be clearly indicative of the period (term) for which a bidder has provided such services.		
Provide proof of Namibian citizenship of the shareholders of the bidder by submitting certified copies of Identity Documents.		