

Request

for a Proposal for the Provision of

*A CONSULTANCY TO CONDUCT AN INTERNAL AUDIT ON
SELECTED FUNCTIONS REQUIRED BY THE LIVESTOCK AND
LIVESTOCK PRODUCTS BOARD OF NAMIBIA (LLPBN)*

Procurement No: SC/RFP/MBN-55/2024

LIVESTOCK AND LIVESTOCK PRODUCTS BOARD OF NAMIBIA

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February 2024

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Products Board

Request for a Proposal

LETTER OF INVITATION

Dear Sir/Madam,

Subject: *CONSULTANCY TO CONDUCT AN INTERNAL AUDIT ON SELECTED FUNCTIONS REQUIRED BY THE LIVESTOCK AND LIVESTOCK PRODUCTS BOARD OF NAMIBIA (LLPBN)*

You are hereby invited to submit technical and financial proposals for consultancy services required under *an internal audit on selected functions required by the Livestock and Livestock Products Board of Namibia*

Which could form the basis for future negotiations and ultimately, a contract between you and the *Livestock and Livestock Products Board of Namibia*

1. The purpose of this assignment is to:

- 1.1. Verification of implementation of previous Internal Audit Control Report findings;
- 1.2. Determine the adequacy and effectiveness of all revenue, expenditure and cash handling cycles; and
- 1.3. Review the adequacy and effectiveness of the IT systems with specific reference to online financial transactions and exposure to fraud.

The following documents are enclosed to enable you to submit your proposal:

- (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
 - (c) a sample format of the Service Contract under which the service will be performed [Annexure 3]
- 2. Any request for clarification should be forwarded in writing to the Livestock and Livestock Products Board 30 David Hosea Meroro Road Windhoek, Mr W. Schutz, 061275876, willie@nammic.com.na. Request for clarifications should be received seven days prior to the deadline set for submission of proposals.**

3. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: **www.mof.gov.na/procurement-policy-unit** to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

4. Eligibility

- a) The Individual/Firm should be licensed by the Institute of Chartered Accountants of Namibia (ICAN).
- b) The Individual/Firm must have a minimum of 10 years' experience in Auditing.
- c) Proven track records and details of similar work/assignments completed (Please provide references).
- d) Subcontracted Audit Firms to do Audits on behalf of contracted Audit firms will not be considered.
- e) Have a valid company Registration Certificate;
- f) Have an original valid good Standing Tax Certificate;
- g) Have an original valid good Standing Social Security Certificate;
- h) Have a valid certified copy of Affirmative Action Compliance Certificate, alternatively proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption has been issued in terms of Section 42 of the Affirmative Action Act, 1998;
- i) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- j) Submit signed Bid-securing Declaration.
- k) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

5. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". The proposals must be deposited into the bid box on or before:

[01/03/2024 at 12pm, 30 David Hosea Meroro Road, Livestock and Livestock Products Board of Namibia, Operations Division in the Foyer in a box marked "TENDER BOX"]

Proposals should **not** be forwarded by electronic mail.

6. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants

should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

7. Rights a Public Entity

- (a) Please note that *the Livestock and Livestock Products Board of Namibia* is not bound to select any of the consultants submitting proposals.
- (b) 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.

8. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of **10 working days**. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

9. Validity of Proposal

You are requested to hold your proposal valid for **90 working days** from the deadline for submission of proposals during which period you will maintain without change, your proposed price. *The Livestock and Livestock Products Board of Namibia* will make its best efforts to finalize the agreement within this period.

10. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in **10 working days**, you will be expected to take up/commence with the assignment in **one week's** time.

Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but *The Livestock and Livestock Products Board of Namibia* shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment;

- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn (This clause shall apply only to foreign Consultants); and
- (c) property brought in for your personal use provided the property is subsequently withdrawn (This clause shall apply only to foreign Consultants).

11. Insurance

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.

12. Conformation of Invitation to submit proposal

We should appreciate if you would inform us by *email: compliance@nammic.com.na*

- (a) your acknowledgment of the receipt of this Letter of Invitation within *two working days*; and
- (b) further indicate whether or not you will be submitting the proposal.

13. The *LLPBN* would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



Keodumetse Thataone
Head Procurement Unit

Enclosures:

- Annexure 1: Terms of Reference.
- Annexure 2: Supplementary Information to Consultant.
- Annexure 3: Draft contract under which service will be performed.

Annexure – 1

TERMS OF REFERENCE

Part 1. Background

The Livestock and Livestock Products Board, is a Statutory Body established in terms of Livestock and Livestock Products Act No 12 of 1981. The mission of the LLPBN is to promote a conducive environment for sustainable livestock production, market growth and diversification for livestock, meat and meat products.

Part 2. The Services Required

2.1 PURPOSE

The purpose of this consultancy is to evaluate the integrity, ethicality, adequacy and effectiveness surrounding selected functions of the Meat Board of Namibia.

2.2. SCOPE OF WORK

1. The purpose of this assignment is to:

1. Verification of implementation of previous Internal Audit Control Report findings.
2. The adequacy and effectiveness of all revenue, expenditure and cash handling cycles.
 - ✓ The bank reconciliation process
 - ✓ Attainment of Investments yield
 - ✓ Management of petty cash
 - ✓ Cash received from walk-in clients, end-of-day cash-up processes, banking of monies, speed-point and EFT payments received and verification processes
 - ✓ The completeness and management of revenue generated from Export and Import Permits, Stock Brands, Ear Tags; and any other sources of revenue
3. Evaluate and Review the adequacy and effectiveness of the IT systems with specific reference to online financial transactions and exposure to fraud.
 - ✓ Review security of Nammic.com.na domain
 - ✓ Review security of Azure Active Directory environment
 - ✓ Review security of Exchange Online environment

Part 3. Facilities to be provided by the Public Entity

The LLPBN will avail their small Board Room for the duration of the consultancy.

Part 4. Contract duration and fees

(a) Duration of initial contract

The consultancy is expected to be carried out over a period of ten (10) working days.

(b) Payment

The LLPBN and the Consultant will mutually agree on how the payment is to be made during contractual negotiation.

Part 5. Deliverables

- a) A detailed report on the findings of the internal audit document review and non-conformances found

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) A description of the manner in which 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 and *one copy*

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.

Review of reports

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 5 days of receipt.

FORM F-1

FORM F-1

BID SUBMISSION FORM

From: _____

To: _____

Hiring of Consultancy Services for *[insert title of assignment]*

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the *[name of public entity]*.

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: _____

FORMAT OF CURRICULUM VITAE (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 tasks on assignment. Describe 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.]

Employment Record:

[Starting with 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 last ten years, also give types of activities performed and employers 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-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING
LAST 5 YEARS**

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

| Sl.No | Name of assignment | Name of Project | Owner or Sponsoring agency | Cost of Project | Date of Commencement | Date of Completion | Was assignment satisfactorily completed |
|-------|--------------------|-----------------|----------------------------|-----------------|----------------------|--------------------|---|
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Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

| Consultant Name | Monthly Rate (in currency) | Working Months | Total Cost (in currency) |
|------------------------|---------------------------------------|-----------------------|-------------------------------------|
|------------------------|---------------------------------------|-----------------------|-------------------------------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses² :

| (a) Per Diem ³ : | Room charge | Subsistence | Total | Days | |
|-----------------------------|----------------|-------------|-------|-------|-------|
| | _____ | _____ | _____ | _____ | _____ |

| | |
|--------------|-------|
| (b) Air fare | _____ |
|--------------|-------|

| | |
|--|-------|
| (c) Lump Sum Miscellaneous Expenses ⁴ : | _____ |
|--|-------|

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.