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Website: www.nab.com.na

Physical address:
Agricultural Boards' Building
30 David Hosea Meroro Road
Windhoek

Postal address:
PO Box 5096
Ausspannplatz
Windhoek

A world class regulator of a vibrant, diversified and sustainable crop industry

Request for Proposal for implementation of IPSAS accounting framework for the NAB

Procurement No: CS/RP/NAB-002/2022/2023

NAMIBIAN AGRONOMIC BOARD
PO Box 5096
Windhoek
Tel: 061 – 379 500
Fax: 061- 225 371

LETTER OF INVITATION

Dear Sir/Madam,

SUBJECT: IMPLEMENTATION OF IPSAS ACCOUNTING FRAME WORK FOR THE NAB

1. You are hereby invited to submit a technical and financial proposal for consultancy services required under CS/RP/NAB-002/2022/2023 for the NAB, which could form the basis for future negotiations and ultimately, a contract between you and the NAB.

2. The back ground and scope of work:

Scope:

- Assessment of the NAB current financial statements to determine the GAB between IFRS for SME AFS and requirements for IPSAS
- Propose necessary adjustments to the current financial statements
- Develop AFS framework in compliance with IPSAS and relevant disclosures
- Migrate the current adjusted numbers to the AFS framework developed
- Train the finance team on the key reporting standards of the IPSAS reporting framework relevant to the NAB

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

- a) Bid Submission format [Annexure 1];
 - b) Supplementary information for consultants [Annexure 2];
 - c) A sample format of the Service Contract under which the service will be performed [Annexure 3]
4. Any request for administrative or technical clarification should be forwarded in writing via email to the contact persons indicated in the bid advert. Request for clarifications should be received 14 days before the deadline set for submission of proposals.
5. 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 legislation related to public procurement in the Republic of Namibia.

6. Eligibility

- a) A consultant that is under a declaration of ineligibility by the Government of Namibia following applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group, and World Bank Group shall be rejected.
- c) 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. Submission of Proposals

The proposals 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:**

Closing date: 31st May 2022, at 11H00 am, and the proposal should be delivered at the Namibian Agronomic Board (NAB), Agricultural Board's Building, 30 David Meroro Road, Windhoek, Namibia.

Proposals should not be forwarded by electronic mail.

The NAB will acknowledge receipt of applications received and this will be done in an email. Candidates or applicants who do not receive any feedback within two (2) weeks of the deadline should consider their application as unsuccessful.

8. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement and the lead consultant should at least have 10 years of experience in accounting/financial related field. Proposals from consultants should score at least an overall score of 80% and above for their Proposals to be retained for financial evaluation. Financial proposals should be structure as per (Form F-4) in the bid submission form.

Evaluation Criteria	Scoring %
Technical proposal <ul style="list-style-type: none"> • Detailed work plan with timelines to implement IPSAS framework for the NAB (20 %). • A comprehensive plan on assessment of the NAB's current financial statement to determine the GAP between IFRS for SME AFS and requirements of IPSAS (15%). • Verifiable track record on implementing IPSAS or similar framework, five (5) references to be attached (15%). 	50%
Project team credentials <ul style="list-style-type: none"> • Experience level of the main consultant, at least ten years (20%). • Qualifications and experience of the team, lead consultant should at least have 10 years of experience in accounting/financial related field (15%). • Proven track record of implementing IPSAS or similar framework (15 %) 	50%

Rights a Public Entity

- a) Please note that the NAB 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.

9. Duration of Assignment

It is estimated that the duration of the assignment shall be for 60 days. You should base your financial proposal on these figures, indicating man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in the office outside Namibia should be indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended

10. Validity of Proposal

You are requested to hold your proposal valid for 60 days from the deadline for submission of proposals during which period you will maintain without changing, your proposed price. The NAB will make its best efforts to finalize the agreement within this period.

11. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in 7 days, you will be expected to take up/commence with the assignment as soon as possible.

12. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the NAB 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 to carry 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).

13. 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.

14. Confirmation of Invitation to submit the proposals

We should appreciate it if you would inform us by facsimile:

- a) Your acknowledgment of the receipt of this Letter of Invitation within 5 days; and
- b) Further indicate whether or not you will be submitting the proposal.

15. The NAB would like to thank you for considering this invitation for the submission of proposals.

Kind Regards,

Dr. Fidelis Nyambe Mwazi (PhD)
Chief Executive Officer

Enclosures:

Annexure 1: Bid Submission format.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Draft contract under which service will be performed

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FORM F-1

BID SUBMISSION FORM

From: _____

To: **Namibian Agronomic Board**
P. O Box 5096
Ausspannplatz, Windhoek

The hiring of Consultancy Services IMPLEMENTATION OF IPSAS ACCOUNTING FRAMEWORK FOR NAB.

I/We _____herewith enclose Technical and Financial Proposals for selection as
Consultant for the ***Namibian Agronomic Board (NAB)***.

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: _____

Postal Address: _____

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Fax office: +264 61 22 5371
E-mail: Zita.Nghilengwa@nab.com.na
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FORM F-2

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 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.

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 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 my experience.

Date: Day/Month/Year

[Signature of Consultant]

Full name of Consultant: _____



**NAMIBIAN
AGRONOMIC BOARD**

Constituted by Act 20 of 1992

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FORM F-3

ASSIGNMENTS OF SIMILAR NATURE WERE SUCCESSFULLY COMPLETED DURING THE LAST 5 YEARS

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

Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was the assignment satisfactorily completed

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

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FORM F-4

Cost Estimate of Services¹

Remuneration:

Consultant Name: _____

Daily Rate
(N\$)

Days to complete work

Total Cost
(N\$)

60

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses²:

(a) Per Diem ³ :	Room Charge.	Subsistence	Days Charge	Total
-----------------------------	-----------------	-------------	-------------	-------

(b) Airfare

(c) Lump Sum Miscellaneous Expenses⁴:

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimated Cost: _____

¹ Rates shall be used for extension of the contract on a Lump-sum basis and for a Time-based contract at the 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.

ANNEXURE - 2

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following:

a) As required in terms of section 50 (1) of the Public Procurement Act, 2015

- i. Company Registration Documents.
- ii. A valid Good Standing with the Receiver of Revenue;
- iii. A valid Good Standing with Social Security Commission;
- iv. A 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.
- v. Proof of registration with PAAB

NB// Failure to attach the above documents will result in automatic disqualification from the bidding process

a) Technical Proposal

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

NB// Only bidders who obtain an overall score of 80% and above will be considered for financial evaluation

b) Financial Proposal

- i. The financial proposal should be given in the form of a summary of the Contract estimate (Form F- 4).

NOTE: The proposals shall be submitted in 1 (one) original and (three) 3 copies.

Contact Details:

Tel office: +264 61 379 500
Fax office: +264 61 225 371
E-mail: nabdesk@nab.com.na
Website: www.nab.com.na

Physical address:

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30 David Hosea Meroro Road
Windhoek
Namibia

Postal address:

PO Box 5096
Ausspannplatz
Windhoek
Namibia

**ANNEXURE 3****CONTRACT No. CS/RF/NAB-001/2022/2023****CONSULTANCY SERVICE CONTRACT****BETWEEN****NAMIBIAN AGRONOMIC BOARD****AND****[INSERT CONSULTANT NAME]**

NAMIBIAN
AGRONOMIC BOARD

Our Vision: "A world class regulator of a vibrant, diversified & sustainable crop industry"

Board of Directors:

Mr. Michael Iyambo (Chairperson)
Dr. Marina Muller (Vice-Chairperson)
Mr. Jason Emvula (Member)
Ms. Elina Kalundu (Member)

Mr. Tarcisius Shingundu (Member)
Mr. Hubertus Hamm (Member)
Ms. Wilhelmina Handunge (Member)

Ms. Ferdina Inkono (Member)
Mr. Ludie Kolver (Member)
Mr. Lukas Mbangu (Member)

Mr. Leon Nel (Member)
Ms. Josephine Fugre (Member)
Ms. Joyceline kangotue (Member)

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THIS SERVICE CONTRACT entered into this [date], between the [Namibian Agronomic Board] [hereinafter called the "Public Entity"] and [insert consultants name] (hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the Public Entity 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 1 to the present 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 upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and following the schedules and time limits established under the Terms of Reference (annex 1) or indicated by the Public Entity.
- 2.2 The Services shall be for [60 days], beginning on the date of signing this contract, and ending not later than [15 June 2022].

ARTICLE III

DUTIES OF THE CONSULTANT

- 3.1 The Consultant shall perform the services with all due care, diligence, and efficiency, following the highest standards of professional competence, organization, and responsibility, and in a manner acceptable to the Public Entity.

3.2 The Consultant shall:

- a) Regularly report to, and obtain direction and guidance from the Public Entity on all matters arising from or relating to the present Contract;
- b) Promptly comply with such instructions as may be issued from time to time by the Public Entity in connection with the performance of the services.

3.3 The Consultant shall perform the services to the satisfaction of the Public Entity following the Terms of Reference and at such intervals as the Public Entity may require.

3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the Public Entity to make 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 the present Contract. The Public Entity shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

ARTICLE IV

PAYMENT FOR THE SERVICES

4.1 The Public Entity shall pay to the Consultant, in respect of the services, the various amounts specified in Annex 2 (FORM F-4) to this Contract (hereinafter referred to as the "Contract Amount").

4.2 The Contract Amounts shall be paid to the Consultant following the modalities specified in Annex 2 to the present Contract, which forms an integral part hereof.

4.3 The Consultant shall receive 20% of the final cost after delivery and acceptance of the work plan, 40% of the final cost after the delivery and acceptance of a satisfactory draft Crop Value Chain Strategy and Implementation Plan based on the terms of reference, and 40% of the final cost after meeting all deliverable outputs.

4.4 **Penalty:** Non-delivery of any task shall lead to withholding of the final payment (40%) until receipt and approval of all deliverables agreed to by both parties in writing.

4.5 Payment shall be paid directly into the bank account of the consultant and in this case, the consultant shall furnish the NAB with an original bank confirmation letter.

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 under the present Contract, shall be treated as confidential by the Consultant, and the Consultant shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.
- 5.2 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 the Public Entity.
- 5.3 Any study, report, or other material, graphic, software, or otherwise, prepared by the Consultant for Public Entity under the Contract shall belong to and remain the property of the Public Entity. The Consultant may retain a copy of such documents and software.

ARTICLE VI

ASSIGNMENT AND SUB-CONTRACTING

- 6.1 Except with the prior written consent of the Public Entity, the Consultant shall not:
- a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;
 - b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII

LIABILITY OF THE CONSULTANT

- 7.1 The Consultant shall abide by, and take all measures necessary to enable him/her to 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 fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII

FORCE MAJEURE

- 8.1 Neither party to the present 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 In the event of force majeure which delays performance of the whole or any part of the present 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.

8.3 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 The Public Entity may, upon giving not less than Five [5] days' notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.

9.2 The Public Entity may, at its option, terminate this Contract when it is in the interest of or for the convenience of the Public Entity to do so, provided that the Consultant shall in that event be given a notice of not less than five [5] days of such termination.

9.3 The Consultant may terminate the present Contract if the Public Entity has, within 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 the present Contract is terminated under this Article, the Public Entity shall be liable only for payment, following the payment provisions of the Contract, for the Services rendered before the effective date of termination, together with such other 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 the present Contract shall unless it is amicably settled, be decided upon by the Accounting Officer of the Public Entity who shall transmit his decision in writing to both parties.

10.2 Any dispute between the Parties as to matters arising under 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 under the applicable law.

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 the present Contract.

11.2 Notwithstanding the preceding paragraph, the Public Entity 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 The present Contract shall enter into force on the date of its signature by both parties.
- 12.2 Unless terminated under Article VIII or IX above, the present 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 present Contract, the authorized representative of the Public Entity shall be the Accounting Officer of the Public Entity.
- 13.2 Any communication, notification, submission, notice, demand, or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, or mail 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 THE PUBLIC ENTITY

Postal Address: P.O Box 5096_____

Physical Address: Agricultural Board's Building, 30 David Meroro Road, Windhoek _____

Email Address: PMU@nab.com.na _____

FOR THE CONSULTANT

Postal Address: _____

Physical Address: _____

Email Address: _____

ARTICLE XIV

Governing Law

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

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

Date: _____ Date: _____

FOR THE PUBLIC ENTITY

FOR THE CONSULTANT

Annex 1 - Terms of Reference

Annex 2 – Supplementary information