



Request for Proposal for the Provision of

CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS FOR EXECUTIVE AND SPECIALISED/TECHNICAL VACANCIES FOR THE NATIONAL HOUSING ENTERPRISE FOR A PERIOD OF THREE (3) YEARS

PROCUREMENT REFERENCE NO:

CS/RP/NHE-07/25/26

ISSUED ON:

30 JANUARY 2026

CLOSING DATE:

18 FEBRUARY 2026 @ 10H00 AM









COST: FREE

| | |
|-------------------------|--|
| Name of Bidder: | |
| Total Bid Price: | N\$..... (excl. VAT) |
| Amount in Words: | (excl. VAT) |

National Housing Enterprise
7 Gen. Murtala Muhammed Ave, Eros, Windhoek, NAMIBIA
Tel: 061 2927111, Fax: 061 222 941,
procurement@nhe.com.na
www.nhe.com.na



PROCUREMENT MANAGEMENT UNIT

 7 General Murtala Muhammed Ave. Windhoek  www.nhe.com.na
 P. O. Box 20192, Windhoek  National Housing Enterprise
 +264 (0) 61 292 7240  www.twitter.com/nhe_namibia
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LETTER OF INVITATION

30 JANUARY 2026

Dear Prospective Consultant

SUBJECT: THE PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS FOR EXECUTIVE AND SPECIALISED/TECHNICAL VACANCIES FOR THE NATIONAL HOUSING ENTERPRISE FOR A PROD OF THREE (3) YEARS - CS/RP/NHE-07/25/26

1. You are hereby invited to submit technical and financial proposals for the Provision of Consultancy Services for Recruitment Service Provider to Facilitate the Recruitment Process for executive and specialised/technical vacancies for NHE, which could form the basis for future negotiations and ultimately, a contract between you and the NHE.
2. The purpose of this assignment is to:
 - a) Facilitate the recruitment process for executives and specialised/technical vacancies at NHE.
 - b) Design of advertisement of the vacancy to be placed in print media.
 - c) Shortlisting of CV's received.
 - d) Reference and credit checks of candidates.
 - e) Psychometric testing of shortlisted candidates.
 - f) Coordinate and provide administrative support for the interview of the shortlisted candidates.
 - g) Report on outcome and recommendations.
3. 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].
 - c) Contract [Annexure 3]
4. Any request for clarification should be forwarded in writing to NHE, email procurement@nhe.com.na

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 legislations 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 in accordance with 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 contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Mandatory Requirements

The bidder must attach the following mandatory documents:

- a) have a valid certified copy of company Registration Certificate or Registration of defensive name if applicable. (Certified copies)
- b) have a valid original/certified copy of Good Standing Tax Certificate.
- c) have a valid original/certified copy of 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. *(in the event that the Affirmative Action Compliance Certificate submitted is over 12 months from the date of issue, bidder must furnish a confirmation letter from the Employment Equity Commission indicating that the bidder did submit the report for the period following from the date when the certificate was issued.)*
- e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.
- f) Submit signed Bid Submission Form
- g) Bid Securing Declaration Form
- h) Self-Declaration Form

8. Submission of Proposals

The proposals from the consultants shall be submitted in two (2) separate envelopes **(1x Original + 1x Copy)**, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary **Information for Consultants**".

The proposals must be submitted to **NHE Head Office, 7 General Murtala Mohammed Avenue, Eros in Windhoek**, and must be deposited in the Bid Box at Reception on or before **Wednesday, 18 February 2026 at 10h00 am.**

Proposals should not be forwarded by electronic mail. Late proposals will not be accepted.

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement.

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.

10. Rights a Public Entity

- a) Please note that the *National Housing Enterprise* 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.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for an estimated period of three (3) years.

You should base your financial proposal on these figures, giving an indication of months considered necessary by you to undertake the assignment.

12. Validity of Proposal

You are requested to hold your proposal valid for One hundred and eighty (180) calendar days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. NHE will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

The assignment will commence after the award has been made and this will be communicated to you after conclusion of any negotiations.

14. Tax Liability

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

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

15. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her while performing the services.

16. Confirmation of Invitation to Submit Proposal

We will appreciate if you would inform us by email at procurement@nhe.com.na

- a) Your acknowledgement of the receipt of this Letter of Invitation within two (2) calendar days; and
- b) Further indicate whether you will be submitting the proposal.

17. NHE would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,



Ms. Noreen Siyanga

Secretary: Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Contract under which service will be performed.

Annexure – 1

TERMS OF REFERENCE FOR**TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS EXECUTIVES AND SPECIALISED/TECHNICAL VACANCIES FOR THE NATIONAL HOUSING ENTERPRISE (NHE) FOR A PERIOD OF THREE (3) YEARS****1. Background Information**

The National Housing Enterprise (NHE) was established by the National Housing Enterprise Act 5 of 1993 as amended. The company is wholly owned by the Government of the Republic of Namibia. NHE has a dual mandate namely, provision of housing needs for the inhabitants and housing financing in Namibia.

2. Objectives

The objectives of this assignment are to:

- a) Facilitate the recruitment process for various executives and specialised/technical positions at NHE.
- b) Vacancy advertisement
- c) Screening and shortlisting of CV's received.
- d) Reference checks of candidates.
- e) Psychometric assessments of shortlisted candidates.
- f) Selection of interview panel for the shortlisted candidates.
- g) Report on interview process.

3. Key expected deliverables by the appointed Consultant

The consultant is expected to:

- a) Placement of vacancy advertisements in print media as approved by the NHE.
- b) Prepare a list of all applicants received.
- c) Screen and evaluate all applications received against the set criteria.
- d) Prepare a preliminary shortlist of candidates that qualify to be approved by the NHE.
- e) Conduct preliminary screening, tests, and interviews with shortlisted candidates.
- f) Conduct reference checks, which include, but are not limited to letters of reference/recommendations, credit check, criminal check and qualification verification of shortlisted candidates.

- g) Conduct competency-based assessments of the shortlisted candidates through the use of credible psychometric assessments and other appropriate tools.
- h) Submit progress reports as, and when required.
- i) Prepare the interview scoring sheet as well as possible competency-based assessment questions.
- j) Provision of all administrative and secretarial support to the interviewing panel during the interview meetings, which will include the following:
 - Notes on each candidate's performance at the interview to provide a record of consistent and fair procedure and for guidance for the ranking of candidates, if required.
 - Take notes of the deliberations of the Panel members, noting their key considerations and decisions with respect to each candidate.
- k) Prepare and present reports detailing the recruitment findings, recommendations, and profiles of the shortlisted candidates.
- l) Prepare a summary interview report of all interviews and any other selection events.
- m) Inform unsuccessful applicants and candidates of the outcome.

4. Selection Criteria

- a) Submission of a valid company registration documents, certificate of good standing from both Ministry of Finance and Social Security Commission respectively.
- b) Submission of proof/certification registration with relevant authorities in Namibia.
- c) Provide a market related quotation for this assignment.
- d) Indicate a proven track record/experience involving dealing with a similar assignment of medium to large companies.
- e) Submission of a company profile.
- f) Submission an execution plan indicating the timeframe of services.
- g) Consultants/companies may be required to present a demonstration on how they will carry out this assignment.
- h) Consultants/companies are allowed to seek clarifications on the scope of this assignment from the NHE before the bidding closing date.

The National Housing Enterprise (NHE) is a public owned enterprise is required by law to comply with the provision of the Public Procurement Act, (Act No. 15 of 2015) in terms of its procurement activities.

5. Contracting Parties

The contract will be signed between the National Housing Enterprise (NHE) and the successful company, in accordance with standard agreement of either party.

6. Date of Commencement

The appointed company/consultant shall commence with the assignment upon the signing of the Contract.

7. KEY COMPETENCIES AND QUALIFICATIONS OF THE CONSULTANT

- 7.1. The Consultant must have extensive working knowledge in the field of Human Resources.
- 7.2. The service provider must have at least 10 years relevant experience in the recruitment industry.
- 7.3. Have at least a Post Graduate Degree in the relevant field or an equivalent combination of qualifications and experience that demonstrate the capability in the provision of recruiting services to entities.
- 7.4. Professional qualifications in either Human Resource Management, Organizational Development.
- 7.5. Consultant to submit justifications showing that similar assignments were previously conducted elsewhere.
- 7.6. Consultant must submit an execution plan indicating the timeframe of services.
- 7.7. Consultant to submit certificates proving relevant qualification.
- 7.8. Consultant should have strong analytical and writing skills.

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 NHE.
 - b) Financial Proposals

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

The proposals shall be submitted in one original.

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.
2. 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.
3. 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.
4. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

FORM NHE F-1

BID SUBMISSION FORM

From: _____

To: _____

PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS EXECUTIVES AND SPECIALISED/TECHNICAL VACANCIES FOR THE NATIONAL HOUSING ENTERPRISE FOR A PERIOD OF THREE (3) YEARS

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: _____

FORM NHE.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 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 NHE.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 |
|-------|--------------------|-----------------|----------------------------|-----------------|----------------------|--------------------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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.)

FORM NHE F-4

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 Expenses⁴ : _____

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.

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 _____, _____

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

CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS FOR EXECUTIVES AND SPECIALISED/TECHNICAL VACANCIES FOR NHE -CS/RP/NHE-07/25/26

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.*

SELF-DECLARATION FORM

Procurement Reference No:

Title

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 have 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 _____

Signature (of duly authorised officer): _____

Full Name and Designation: _____

DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE

Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 71 and 72 of Public Procurement Act, 2015

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

1. Manufacturer

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted) | TICK | |
|-----------------------|--------------|---|------|--|
| 1 | Manufacturer | - Cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant (please refer to code of good practice for above stated annexures) | Yes | |
| | | | No | |

If yes, please complete the part below, including the cost structure form. The form maybe reproduced, but it should be in the same format or reflect the whole information on it.

Manufacture's Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We hereby declare that the manufactured goods meet the local content as determined in Annexure 1 of Code of good practice, as per the cost structure for Value Added Calculation.

The Local Value-Added amounts to: N\$ _____

NB: The cost structure reflecting the above amount must be attached to the bid for reference. (See Annexure 1 below)

2. Micro, Small and Medium Enterprises

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted) | TICK | |
|-----------------------|------------------------------------|---|------|--|
| 2 | Micro, Small and Medium Enterprise | - certified copy of SME registration certificate | Yes | |
| | | | No | |

| | |
|---|--|
| If yes, percentage indicating Namibian MSME ownership | |
|---|--|

3. Women Owned Enterprise

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted) | TICK | |
|-----------------------|------------------------|--|------|--|
| 3 | Women owned enterprise | - Certified copy of identity documents (IDs) of all stakeholders - Certified copy of: founding statement and/or company registration indicating ownership structure and/or copy of shareholder certificate | Yes | |
| | | | No | |

| | |
|---|--|
| If yes, percentage equity owned by Namibian women | |
|---|--|

4. Youth Owned Enterprise

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE | TICK | |
|-----------------------|------------------------|---|------|--|
| | | (to be submitted with the bid / all the documents required must be submitted) | | |
| 4 | Youth owned enterprise | <ul style="list-style-type: none"> - Certified copy of identity documents (IDs) of all stakeholders - Certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate | Yes | |
| | | | No | |

| | |
|--|--|
| If yes, percentage equity owned by Namibian youths | |
|--|--|

5. Previously Disadvantaged Person owned Enterprise.

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE | TICK | |
|-----------------------|--|---|------|--|
| | | (to be submitted with the bid / all the documents required must be submitted) | | |
| 5 | Previously Disadvantaged Person owned enterprise | <ul style="list-style-type: none"> - Certified copy of identity documents (IDs) of all stakeholders - Certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate | Yes | |
| | | | No | |

| | |
|---|--|
| If yes, percentage equity owned by previously disadvantaged Namibians | |
|---|--|

6. Suppliers Providing Environmental Protection

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE | TICK | |
|-----------------------|--|---|------|--|
| | | (to be submitted with the bid / all the documents required must be submitted) | | |
| 6 | Suppliers providing environmental protection | <ul style="list-style-type: none"> - Evidence that the bidder promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources | Yes | |
| | | | No | |

If yes, bidder must provide evidence or elaborate on any initiatives to protect the environment, maintain ecosystems and the sustainable use of natural resources.

7. Suppliers Providing Employment to Namibians

| CATEGORIES OF BIDDERS | | DOCUMENTARY EVIDENCE | TICK | |
|-----------------------|---|--|------|--|
| | | (to be submitted with the bid / all the documents required must be submitted) | | |
| 7 | Suppliers providing employment to Namibians | <ul style="list-style-type: none"> - Declaration under oath that the bidder employs 50% or more Namibian citizens - Certified copies of Namibian citizens employed by the bidder | Yes | |
| | | | No | |

If yes, kindly provide an organogram indicating the total number of employees. In addition, provide a list of all Namibians with proof of identifications. list the names and ID numbers of bidder must provide evidence or elaborate on any initiatives to protect the environment, maintain ecosystems and the sustainable use of natural resources.

ANNEXURE 1
COST STRUCTURE FOR VALUE ADDED CALCULATION
(Paragraph 1)

| | Product 1 | Product 2 |
|--|-----------|-----------|
| | N\$ | N\$ |
| Raw Materials, Accessories and Components | | |
| • Imported (CIF) | | |
| • Local (Value Added Tax and Excise Duty Fee) | | |
| • Local (Cost, Insurance, Freight) | | |
| Labour Cost | | |
| • Direct Labour | | |
| • Clerical Wages | | |
| • Salaries to Management | | |
| Utilities | | |
| • Electricity | | |
| • Water | | |
| • Telephone | | |
| Depreciation | | |
| Interest on Loans | | |
| Rent | | |
| Other (please specify) | | |
| | | |
| TOTAL COST | | |
| COST OF IMPORTED INPUTS | | |
| LOCAL VALUE ADDED | | |
| % LOCAL VALUE ADDED | | |

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure must be certified by an Accountant

This form maybe reproduced, but it should be in the same format or reflect the whole information on it.

I/We* hereby declare that the information provided above outlines the preferences that I/We* qualifies for, and that the information provided is correct

Signed: _____

Name: _____

Dated on _____ day of _____, _____

Bid Evaluation Criteria

TITLE: CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS FOR EXECUTIVE: EXECUTIVES AND SPECIALISED/TECHNICAL VACANCIES FOR NHE FOR A PERIOD OF THREE (3) YEARS - PROCUREMENT REFERENCE NO: CS/RP/NHE-07/25/26

1) Evaluation Method

The Least Cost and Acceptable Quality Selection Method (as defined in the Public Procurement Act section 27(b) (iv) 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 for evaluation of the first stage. Consultants shall comply with all the criteria listed in the table below for further evaluation. 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 Information A certified copy of valid registration certificate or relevant documentation | | | Certified copy of document/s |
| An original or certified copy of a valid certificate of good standing with the Receiver of Revenue; ITB 13.1(4)(a) | | | Certificate of good standing |
| Valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; ITB 13.1(4)(b) | | | Certificate of good standing or confirmation letter |
| Affirmative action compliance: - Certified copy of certificate, or - Certified copy exemption, or - Certified copy of proof. | | | Affirmative action compliance certificate/exemption/proof as stated |
| Completed Undertaking in terms of section 138 of the Labour Act | | | Completed form in bidding document |
| Below requirements are not grounds for disqualification | | | |
| Completed Quotation letter | | | Form in bidding document |
| Completed Bid Securing Declaration | | | Form in bidding document |
| Completed Self Declaration Form in respect of eligibility criteria | | | Form in bidding document |

| | | | |
|--|--|--|--------------------------|
| Completed Declaration in respect of Exclusive Preference (where applicable) | | | Form in bidding document |
|--|--|--|--------------------------|

Consultants who fully comply with Stage 1: Preliminary Evaluation, will be further evaluated technically in Stage 2.

2.2 Stage 2: Technical Evaluation Criteria (80 points)

Bidders are required to obtain a minimum score of 80 points to be considered technically compliant. The technical proposal will be assessed on the following criteria:

| Technical Evaluation Criteria (Stage 2) | | |
|---|---|------------|
| No | Item Description | 100 Points |
| 1 | <p>Consultant Track Record</p> <p>Experience in recruitment services of similar nature (attached list of previous and current relevant clientele – Attach proof of three (3) recent contactable reference (Reference verification will be done) These references letters should include the name of the entity, nature of contract, contact person and office telephone number and email address. (Reference letters must be provided)</p> <p>This information should be presented as follows:</p> <ol style="list-style-type: none"> Detailed company profile provides a portfolio describing the nature of business, field of expertise, licenses, certifications and accreditations. Any relevant and related work and assignments delivered by the Consultant. (A company profile and documentary evidence in successfully undertaking projects of a similar nature (evidence should relate to similar successfully completed projects, with a reference of the success of the project from the client). Business addresses (trading, telephones numbers, contact persons and email, as well demographics information such as employees and physical facilities such as offices An outline of recent experience on comparable assignments/ projects executed. (Three reference letters (not older than three (3) years) | (30) |
| 2 | <p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</p> <p>A description of the way the Consultant would plan to execute the work.</p> <p>The number of points to be assigned for this criterion shall be determined considering following:</p> <ol style="list-style-type: none"> The methodology is clear and complete: all key deliverables, resources mobilised, list of activities, risks and assumptions are included. The sequencing and timing of activities must be well defined, indicating that the tenderer has optimized the use of resources and | (40) |

| | | |
|----------|---|--------------|
| | <p>the work plan permits flexibility to accommodate contingencies and risks.</p> <p>c. The proposal is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution. The work plan is detailed, realistic and in line with the TORs and proposed methodology</p> <p>d. Service provider must provide NHE with an example of a report indicating the methodology followed.</p> <p>e. The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project.</p> <p>f. Training manuals to be used for training – Theory and Practical – as applicable.</p> | |
| | Understanding of the assignment based on the appropriateness of the work plan | |
| | Work plan includes a list of the proposed personnel and the tasks that would be assigned to each personnel | |
| 3 | <p>Key Consultants' qualifications and competence for the Services</p> <p>The number of points to be assigned for this criterion shall be determined considering the following:</p> | (30) |
| | <p>1. Position: Lead Consultant</p> <p>a. At least a post graduate qualification with specialization in Human Resource Management, Strategic Management, and any other related field. (Degree, Postgraduate Qualifications) Kindly attach proof of certified copies of qualifications</p> <p>b. Relevant experience in Recruitment services of similar nature</p> <p>c. Number of years of experience</p> | 15 |
| | <p>2. Position: Team Members</p> <p>a. General qualifications in the related field (such Diplomas, Degrees, Postgraduate Qualifications) Kindly attach proof of certified copies of qualifications</p> <p>b. Relevant experience in recruitment processes.</p> <p>c. Number of years of experience</p> | 15 |
| | Total | (100) |

Bidders who scored minimum of 80% in Stage 2: Technical Evaluation, will be further evaluated financially in Stage 3.

2.3 STAGE 2: Financial Evaluation

The lowest Price from the compliant Bids will be recommended for award.

2. 4 STAGE 3: Margin of Preference

In terms of the Code of Good Practice on Preferences, margin of preference means a percentage of price preference given to a bidder who meets the specified criteria as determined.

This code of good practice aims to promote, facilitate, and strengthen measures to implement the empowerment and industrialization policies of the Government by providing a framework for the application of preferences and reservations under the Act without compromising standards of goods, works and services and value for the money, grant exclusive preference to categories of local suppliers through reservations of certain procurement of goods and, works and services.

The maximum cumulative allowable margins of preferences applicable to exclusive preference for price evaluation purposes is 10%.

A bidder must complete and sign the declaration in respect of exclusive preference included in this document above, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

Margins of preferences will be applied, as per Annexure 6 of the Code of Good Practice, as follows on the total cost in the price schedule:

| CATEGORIES OF BIDDERS | DEFINITION / CRITERIA (in terms of code of good practice on preferences) | MARGIN OF PREFERENCE | DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted) |
|--|---|----------------------|---|
| Manufacturer | means a person or company that is involved in the physical or chemical transformation of materials or components into new products whether or not – a) the transformation is through work- i) performed by a power-driven machine or by hand, ii) done in a home or factory, or b) the new products are sold on wholesale or retail basis | 2% | <ul style="list-style-type: none"> - certificate of registration from a registering authority - declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant - (please refer to code of good practice for above stated annexures) |
| Micro, Small and Medium Enterprise | means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians | 1% | <ul style="list-style-type: none"> - certified copy of SME registration certificate - declaration indicating the percentage of Namibian MSME ownership <i>(kindly use structure of form)</i> |
| Women owned enterprise | a bidder who is a woman or whose minimum equity is 51% owned by Namibian women | 1% | <ul style="list-style-type: none"> - certified copy of identity documents (IDs) of all stakeholders - certified copy of: founding statement and/or company registration indicating ownership structure and/or copy of shareholder certificates - declaration indicating the percentage of Namibian female ownership |
| Youth owned enterprise | “youth” means a young person aged from 16 to 35 years old as defined in section 1 of the National Youth Council Act, 2009 (Act No.3 of 2009) a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths | 2% | <ul style="list-style-type: none"> - certified copy of identity documents (IDs) of all shareholders - certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate - declaration indicating the percentage of Namibian youth ownership |
| Previously Disadvantaged Person owned enterprise | means persons contemplated in Article 23(2) of the Namibian Constitution and includes – a) women; and b) persons with any disability as defined in the National Disability Act, 2004 (Act No. 26 of 2004) a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs | 2% | <ul style="list-style-type: none"> - certified copy of identity documents (IDs) of all shareholders - certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificates - declaration indicating the percentage of Namibian PDP ownership |
| persons within Namibia who have been socially, economically, or educationally disadvantaged by past discriminatory laws or practices as contemplated in Article 23(2) of the Namibian Constitution | | | |
| Suppliers providing environmental protection | a bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document | 1% | - declaration by the bidder that the latter deals with environmental protection |
| Suppliers providing employment to Namibians | a bidder who employs 50% or more Namibian citizens | 1% | <ul style="list-style-type: none"> - declaration that the bidder employs 50% or more Namibian citizens - certified copies of Namibian citizens employed by the bidder |
| TOTAL | | 10% | |

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Annexure 3

SERVICE CONTRACT No._____

CONSULTANCY SERVICE CONTRACT

BETWEEN

THE National Housing Enterprise

AND

..... *[CONSULTANT NAME]*

THIS SERVICE CONTRACT entered into this *[date]*, between the *National Housing Enterprise* [hereinafter called the "Public Entity"] and(hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the NHE 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 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 on[*date*] upon signature of the present 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 indicated by the Public Entity.
- 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 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 the Public Entity
- 3.2 The Consultant shall:

CONSULTANCY SERVICES FOR RECRUITMENT SERVICE PROVIDER TO FACILITATE THE RECRUITMENT PROCESS FOR EXECUTIVES AND SPECIALISED/TECHNICAL VACANCIES FOR NHE -CS/RP/NHE-07/25/26

- (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 in accordance with 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 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 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 II to this Contract (hereinafter referred to as the "Contract Amount").
- 4.2 The Contract Amounts shall be paid to the Consultant in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

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 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

- 7.1.1 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 *[insert no. of days]* 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 *[insert no. of days]* days of such termination.
- 9.3 The Consultant may terminate the present Contract if the Public Entity 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 the present Contract is terminated under this Article, the Public Entity 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 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 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 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 purposes of 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, 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 NHE

Postal Address: _____
 Physical Address : _____
 Facsimile : _____

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 the Contract to be signed in their respective names in two original counterparts in English on the date first above written.

SIGNED IN DUPLICATE AT ON THIS DAY OF2026 AND IN THE PRESENCE OF THE UNDERSIGNED WITNESSES

For the National Housing Enterprise
MR. GISBERTUS MUKULU
CHIEF EXECUTIVE OFFICER

NAME AND SIGNATURE OF WITNESSES:

1. _____ Name,
Position and signature

2. _____
Name, Position and signature

SIGNED IN DUPLICATE AT ON THIS DAY
OF2026 AND IN THE PRESENCE OF THE UNDERSIGNED
WITNESSES

CONSULTANT REPRESENTATIVE

NAME AND SIGNATURE OF WITNESSES:

1. _____
Name, Position and signature

2. _____
Name, Position and signature