



## **REQUEST FOR QUOTATIONS (RFQ)**

**RFQ Title:** Request for Quotations (RFQ) for Services to Establish Company Registration, Company Secretarial, Accounting, Auditing, Tax Advisory & Compliance Services in Namibia

**RFQ Number:** RFQ-002-FY20

**Date of Solicitation:** June 2, 2020

**Submission Date and Time:** June 17, 2020

**Estimated Delivery/ Performance Date:** September 30, 2020

### **INTRODUCTION**

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At the heart of Pact is the promise of a better tomorrow. A nonprofit international development organization founded in 1971, Pact works on the ground in nearly 40 countries to improve the lives of those who are challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant.

Pact is a recognized global leader in international development. Our staff have a range of expertise in areas including public health, capacity development, governance and civil society, natural resource management, poverty, fragile states, monitoring and evaluation, small-scale and artisanal mining, microfinance and more. This expertise is combined in Pact's unique integrated approach, which focuses on systemic changes needed to improve people's lives.

### **PURPOSE**

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Pact seeks the services of a firm or other local expert to support with the registration of Pact in Namibia. Specifically, offerors legal and support services are sought to 1) Obtain formal registration to operate as a not-for-profit organization in Namibia, including support for the opening of an account with relevant financial institutions, VAT and company tax identification number; and 2) provision of company secretarial, auditing, tax compliance and advisory services.

Key deliverables may include but are not limited to the following:

#### **Registration with Registrar of companies**

- Apply for the registration of the entity in the Republic of Namibia
- Ensure that Pact has/meets all the requirement of the companies act
- Representation of Pact with relevant government authorities during the process of establishing country operations in Namibia, as relevant
- Counsel and support with opening bank account(s), including review of required paperwork
- Carry out follow up consultations until the entity has been published in the Government gazette as being registered to operate in the Republic of Namibia (including but not limited

to, development and review of documentation and publications for national circulation).

### **Perform Company Secretarial Services**

- As required by the Companies Act 2004, perform company secretariat function services on behalf of Pact for a up to 2 years.
- If required, provision of safe custody facilities for secretarial documentation.

### **Registration with Inland Revenue – Income Tax account**

- Draft and submit an application for registration to Inland Revenue
- Carry out follow up consultations with Inland Revenue
- Provide progress report
- Provide confirmation that an inland account has been set up and there are no outstanding tax obligations since/resulting from our previous deregistration.
- Serve as Pact designated accounting and audit firm for annual

### **Registration with Inland Revenue – VAT account**

- Draft and submit an application for registration to Inland Revenue
- Do follow up consultations with Inland Revenue authority
- Provide progress report
- Provide confirmation that an inland account has been set up and there are no outstanding VAT obligations since/resulting from our previous deregistration.

### **Perform Company Tax Advisory & Compliance, Accounting & Auditing Services**

- As required by the Companies Act, provide accounting services that involve the preparation of annual financial statements to the various national statutory entities on behalf of Pact (for a period of up to 2 years)

## **DESIRED QUALIFICATIONS**

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- Demonstrated experience working with USAID funded international non-profit organizations to successfully establish country office operations in Namibia
- Demonstrated experience performing company secretarial services in Namibia for similar industry clients
- Demonstrated experience performing accounting, auditing tax advisory & compliance services in Namibia for similar industry clients
- Strong understanding of national, regional and local laws and regulations in Namibia relevant to legal representation and registration of non-profit organizations
- Experience working with key institutions in Namibia relevant to a country office registration and establishment process, including but not limited to relevant chambers of commerce, tax authorities, and any other government authorities and institutions with jurisdiction over laws and regulations governing Pact's operations in Namibia.
- Ability to provide timely, clear and constructive guidance on how to move forward with establishing country office operations in Namibia
- Ability to liaise with Pact staff remotely (in writing and through conference calls) as well as in person (during Pact staff visits to the Namibia)
- Availability of qualified staff in Namibia to provide necessary counsel and support
- Fluency in English

## **ELIGIBILITY**

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The solicitation is open to both individual consultants and firms, who can:

- 1) Meet or exceed the qualifications outlined in this RFQ; and
- 2) Deliver the proposed services within the proposed timeframe.

## **SUBMISSION OF PROPOSAL**

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Interested applicants are asked to submit the following information in English language (see Annex A for guidance):

1. **Estimated quotation** for the services outlined in this RFQ, including:
  - a. By unit cost – for ad hoc requests that come up during the process
  - b. By total estimated cost based on proposed scope per deliverable below:
    - i. Registration of Pact in Namibia as an NGO
    - ii. Establishing a bank account for Pact with a local bank in Namibia
2. **Proposed timeframe** for accomplishing the steps necessary for the establishment of Pact's operations in Namibia.
3. **Reference** of similar work completed for other International NGO's in Namibia. Please include name, organization name and email address.

## **EVALUATION CRITERIA**

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Proposals will be evaluated based on the following criteria:

- Adherence to the specifications outlined in this RFQ
- Ability to provide required services
- Price
- Anticipated date of completion
- Reference provided for work performed for similar organization

## **HOW TO APPLY**

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Interested applicants should submit responses to this solicitation via e-mail to the following individuals **no later than June 19 5:00 P.M, Washington, DC time:**

- Emmanuel Lamptey at [elamptey@pactworld.org](mailto:elamptey@pactworld.org) **AND** Jason Milliski at [jmilliski@pactworld.org](mailto:jmilliski@pactworld.org)

Please state "Company Registration Services in Namibia" in the e-mail subject line.

## **TERMS AND CONDITIONS**

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- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time.
- Pact may reject any or all proposals received.
- Issuance of request for quotations does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any quotation based on applicant's failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
- Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact applicants to confirm contact person, address, and that the proposal was submitted for this solicitation.

- By submitting a proposal, the Applicant confirms they understand the terms and conditions.
- The Applicant consents to the disclosure of the documents submitted by the Applicant to the reviewers involved in the selection process.
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**RFQ Annex A – Illustrative Costing & Deliverables Timeline Format**

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**Illustrative Cost Breakdown**

<b>Services</b>	<b>Fees N\$</b>	<b>US \$</b>
Register with Registrar of companies		\$ xxxx
Register with Inland Revenue: Income Tax account		\$ xxxx
Register with Inland Revenue: VAT account		\$ xxxx
Company Secretarial Services – 2yr period of performance		\$ xxxx
Company Accounting & Auditing Services - 2yr period of performance		\$ xxxx
<b>Total including VAT</b>	<b>xxx,xxx</b>	<b>\$ xxxx</b>

**Illustrative Service & Deliverables Timeline (To be proposed by offerors)**

<b>Services/SOW</b>	<b>Proposed Deliverable Timeline</b>
Register with Registrar of companies	<i>X month(s)/week(s)/days</i> post contract execution
Register with Inland Revenue: Income Tax account	<i>X month(s)/week(s)/days</i> post contract execution
Register with Inland Revenue: VAT account	<i>X month(s)/week(s)/days</i> post contract execution
<b>Completed Registration Status</b>	<b>X month(s)/week(s)/days post contract execution</b>
<b>Company Secretarial Services – 2yr period of performance</b>	
<b>Perform Company Accounting &amp; Auditing Services - 2yr period of performance</b>	