



Food and Agriculture  
Organization of the  
United Nations



GLOBAL ENVIRONMENT FACILITY  
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**CALL FOR PROJECT PROPOSAL: DEVELOPING CLIMATE CHANGE  
ADAPTATION PLANS WITHIN THE COMMERCIAL NATIONAL FISHERIES  
AND MARICULTURE SECTORS OF THE BENGUELA REGION**

**TENDER NUMBER: CC/2017/02**

**CLOSING DATE & TIME**

11 August 2017 – 16H30 (Namibian Time)

**POSTAL & PHYSICAL ADDRESS FOR TENDER SUBMISSION**

Benguela Current Convention (BCC) – Secretariat  
Private Bag 5031  
No 1 Strand Street, Swakopmund  
Namibia

**TECHNICAL ENQUIRIES**

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**NO. OF TENDER COPIES REQUIRED**

6 (1 original plus 5 copies)

<b>Project Ref. Number</b>	<b>CC/2017/02</b>
<b>Title</b>	<b>DEVELOPING CLIMATE CHANGE ADAPTATION PLANS WITHIN THE COMMERCIAL NATIONAL FISHERIES AND MARICULTURE SECTORS OF THE BENGUELA REGION</b>
<b>Background</b>	<p>The Benguela Current Convention (BCC) is the first inter-governmental organisation in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives. It was established by January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa.</p> <p>The Benguela Current Convention was signed on 18 March 2013 in the town of Benguela (Angola) by the three Governments and entered into force on 10 December 2015. On 13 July 2016, it was registered with the Secretary-General of the United Nations in New York. It is a ground-breaking environmental treaty whose objective is to ‘promote a coordinated regional approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the BCLME to provide economic, environmental and social benefits’.</p> <p>On 21 August 2014, BCC Member States signed a five-year Strategic Action Programme (SAP, 2015-2019) in the town of Namibe that contains policy actions needed to implement the convention by addressing transboundary environmental threats facing the BCLME region as well as enhancing blue ocean economic opportunities. The SAP consists of eight thematic areas, namely a) living marine resources b) non-living marine resources c) productivity and environmental variability d) pollution e) ecosystem health and biodiversity f) human dimension g) governance h) and enhancing economic potential.</p> <p>The SAP has been translated into a five-year business plan to ensure the practical operational plan of it’s implementation. The Secretariat works with national, regional and international partners to coordinate research and capacity development programmes to provide Member States with best available scientific information and advice for management decisions related to the transboundary resources and issues. The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.</p> <p>Notwithstanding these achievements, climate change and variability impacts have not yet been addressed in a concrete manner. Although the region has benefited from extensive research on the biophysical and biological conditions of the Benguela Current system, there is limited knowledge and understanding of the impacts of climate change and the vulnerability of fisheries and fishery dependent coastal communities. This is one of the key barriers to concrete adaptation in the fisheries sectors.</p> <p>The goal of the FAO/BCC project “Enhancing Climate Change Resilience in the Benguela Current Fisheries System” is to build resilience and reduce the</p>

	<p>vulnerability to climate change of the marine fisheries and mariculture sectors within the BCLME through strengthening adaptive capacity and implementing participatory and integrated strategies in order to ensure food and livelihood security.</p> <p>Specific project objectives are: i) to ensure that climate change and variability are recognised as drivers of change in fishery social-ecological systems and that their effects are included in strategic and tactical governance and management; ii) to raise the profile of fisheries and mariculture in local, national and regional policies and programmes addressing development and climate change to ensure that the sector is able to make its contribution and receive the necessary attention and resources to maintain and improve this contribution; iii) through a structured vulnerability assessment identify the most vulnerable small-scale fisheries, communities and national fisheries and improve the climate resilience of selected cases of these; iv) to strengthen national and regional services for early warnings of extreme weather events and other climate-induced risks to fisheries; and v) to strengthen capacity throughout the region and amongst all stakeholder groups to assess the risks to their livelihoods and security imposed by climate change and to be able to ensure adaptation to address those risks.</p> <p>The project has been structured into three interlinked technical components:</p> <ul style="list-style-type: none"> <li>• Component 1 - to ensure that national and regional policies and plans give due consideration, including well defined actions, to the likely implications of climate change and variability;</li> <li>• Component 2 - to put adaptation actions into practice in selected highly vulnerable fisheries and communities in order to bring about measurable improvements in the pilots and to learn lessons for application on a wider scale; and</li> <li>• Component 3 - to increase both awareness and capacity to enable and promote a proactive, forward-looking approach to climate change.</li> </ul> <p>These three components will be supported by a cross-cutting monitoring, evaluation and adaptation learning component (Component 4). The component will ensure a systematic monitoring and evaluation of progress towards the achievement of the objectives.</p>
<p><b>Rationale</b></p>	<p>The major part of the BCLME is driven mainly by upwelling and is therefore naturally highly variable throughout much of the ecosystem. This variability in itself makes sustainable use of the living marine resources a challenge and it also makes it more difficult to discern distinct long-term trends. Nevertheless, there have been important changes, the most marked of which are the extensive warming of sea surface waters at both the northern and southern boundaries of the system in recent decades. There have also been indications during the same period of cooling in the inshore areas along the west and south coasts of South Africa, which may be a result of increases in the winds that generate upwelling. A particular concern is the increase in the leakage of Agulhas current water into the south-east Atlantic in the past decade. This is considered to be driven by climate change and could have far-reaching effects on the entire Benguela upwelling region.</p>

There is also the possibility that biophysical changes associated with climate change may lead to an increase in upwelling-favourable winds in the southern Benguela. This could increase primary production, with positive consequences for food availability for sardine and anchovy, but result in increased offshore loss by advection of eggs and larvae off the Cape Peninsula while being transported from the spawning grounds on the Western Agulhas bank to the nursery grounds on the West Coast. Increased temperatures in the euphotic zone could enhance primary and secondary production rates leading to faster growth rates of pelagic fish but also result in a shift in spawning grounds to less favourable areas and times. Increases in the incidence of low oxygen water on the northern Benguela shelf could have negative effects on recruitment in both species of hake. However, changing the distribution of both species and the degree of overlap between them, could lead to a reduction in the currently high rate of predation of *M. capensis* on *M. paradoxus*. Species replacements are also likely if, for example, there are large reductions in the biomass of one or more species of pelagic fish. This has been observed before in the BCLME in the last five or six decades, including replacement of horse mackerel by sardine, which was then replaced by anchovy in the southern Benguela in the 1950s and 1960s, and the replacement of sardine by anchovy in the northern Benguela in the 1970s.

The fisheries sector, and the growing mariculture sector, are important generators of economic benefits in the region. Marine fisheries make important social and economic contributions in all three countries. Fisheries in Angola contribute approximately 7.8% of the Angolan GDP. In Namibia, approximately 100 000 people, 6.5% of the country's population, live on the coast. Many of them are directly or indirectly dependent on living marine resources for their livelihoods, with about 14 000 people employed in the formal marine fishing industry. In South Africa, the fishery sector employs approximately 26 000 people, mostly in commercial fisheries. In all three countries, women play an important role in the fisheries sector, mainly in post-harvest activities.

Mariculture is seen as a potentially important vehicle for development in coastal areas in all of the countries and as a potential adaptation option for fisheries that may be negatively impacted by climate change. The potential importance of the currently under-developed mariculture sector in Angola is well recognised and a vulnerability analysis of the sensitivity and adaptation capacity of ecosystems and social systems along the Angolan coastline will be undertaken in order to assist in identifying areas for potential climate-proofed mariculture development. Some of the constraints to development have included a general lack of expertise on aquaculture development and management, lack of quality fingerlings and quality feed, and poor knowledge of fish farming. Angola has set development of aquaculture as a high priority to help improve domestic fish supply, create employment, reduce malnutrition, food insecurity and poverty. In Namibia and South Africa, the project will contribute to the existing initiatives to develop the sector by assessing its vulnerability to climate change as a first step towards considering adaptation options to increase its resilience.

The project will also demonstrate the use of the best available scientific and stakeholder knowledge in participatory processes to consider the ecological, social

	<p>and economic implications of climate change in the fisheries and mariculture sectors of the three countries. There is a limited scope for subsidies or for welfare support in any of the countries and fisheries and mariculture operations have to be largely economically self-reliant.</p> <p>As part of broader efforts to build resilience in the Benguela fisheries, the project will support the development and implementation of adaptation plans of selected fisheries and all mariculture operations in Angola, Namibia and South Africa. To this end, the current tender will support the undertaking of climate change vulnerability assessments and adaptation plans.</p> <p>Economic sustainability, and growth wherever possible, is a goal and a requirement in all of the countries. The key outcomes from the project should be in the form of improved practices and processes for enhancing climate change resilience in the Benguela Current fisheries system. These processes and practices will take place mainly in and by existing structures and institutions and therefore should not involve substantial increases in budgets, although they will require some realignment and prioritisation of the use of existing financial and human resources. Such realignments will be required.</p>
<p><b>Scope of Work</b></p>	<p>The consultancy is expected, <i>inter alia</i>:</p> <ol style="list-style-type: none"> <li>1. To develop a locally-standardized Vulnerability Assessment (VA) methodology or methodologies, based on the Intergovernmental Panel on Climate Change (IPCC) framework, for application in the selected fisheries and mariculture. <ul style="list-style-type: none"> <li>– The output will examine different VA methods to develop a local-standardized VA methodology or methodologies, based on the IPCC framework, for application in the selected fisheries and mariculture.</li> </ul> </li> <li>2. To undertake participatory VA of four fisheries (one each in Angola and South Africa and two in Namibia, taking account of bilateral and regional linkages where appropriate) and the mariculture sectors. <ul style="list-style-type: none"> <li>– The output will work with the semi-industrial fishery that target primarily sardinellas and horse mackerel in Angola. Namibian projects will be selected on the basis of being the most vulnerable to climate change and variability as indicated by preliminary vulnerability assessments undertaken during project preparation and consultation with stakeholder. The small pelagic sector, targeting in particular anchovy and sardine in South African and the mariculture sectors of all three countries will be covered. The assessment will include examination of the different vulnerabilities of different role players such as the fishers, factory workers, management, governments, universities, NGO's and the mariculture sector along the BCLME section of the coastline.</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>3. To capture local fishers' knowledge on environmental variability and change, the effects on resource abundance and distribution, etc. during the VA. <ul style="list-style-type: none"> <li>– The results will be compared with and enrich existing scientific information.</li> </ul> </li> <li>4. To identify priority areas of intervention by utilising and supplementing the information gained through the VA. <ul style="list-style-type: none"> <li>– The priority areas shall form the basis for adaptation actions in the selected fisheries and mariculture sectors in Angola, Namibia and South Africa through stakeholder workshops.</li> </ul> </li> <li>5. To develop adaptation management plans for at least one selected fishery in each country that incorporates climate change and variability, allowing for stock rebuilding where required and mariculture sectors in Angola, Namibia and South Africa, based on the results and priorities of the VAs and through participatory processes. <ul style="list-style-type: none"> <li>– Adaptation management plans will be based on the premise that resilience is not an end-point but is dynamic and thus processes as well as actions will be important for adaptation. Ensuring social sustainability of the progress made with the fisheries and mariculture sectors will be done through engaging all the key stakeholders throughout the planning and assessment processes by having a stakeholder workshop to present the outcomes of the VA. These will include all stakeholders in the fisheries and mariculture sectors, the national authorities responsible for fisheries management and development, local and provincial government (depending on the political systems prevailing in each pilot case), and other relevant stakeholders. This engagement should ensure that the VA &amp; adaptation management plans enjoy wide support, take full cognisance of the existing social and political context, including formal and informal rules and regulations, and are fully integrated with the context and the processes of which they will form a part. They should therefore be well entrenched and not overly dependent for sustainability on the momentum and resources of the project or on a small number of champions.</li> <li>– The enhancement of management plans to deal more effectively with climate change and variability will be specific to each fishery and mariculture venture but are likely to include, for example, greater emphasis on spatially-based management, reducing the vulnerability of species on the edges of stock distributions, greater emphasis on maintaining a balanced size structure of wild populations and on ensuring ecosystem resilience, and selection of resilient species for mariculture, diversified livelihoods, integrated environmental monitoring systems, and improved food safety and post-harvest practices.</li> </ul> </li> </ol>
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	<p>6. To develop an engagement plan for governments of the member States to support the undertaking of VA as well as the development and implementation of the adaptation management plans.</p> <ul style="list-style-type: none"> <li>– The actions required to reduce vulnerability will be identified and planned making use of the information obtained from the VA’s, the prioritising of VA’s outcomes and consultations with all stakeholders. The enhancement of adaptive management plans to deal more effectively with climate change and variability will be specific to each fishery and mariculture venture. This will increase awareness of the vulnerability of these fisheries and mariculture sectors amongst scientists, managers and stakeholders. This should lead to inclusion of climate change and adaptation considerations into the national management process, which will then become an accepted and standard component of annual and longer-term national management planning and decision-making, alongside other routine functions such as monitoring stock abundance, consideration of bycatch and other ecosystem considerations, and social and economic implications.</li> </ul> <p>7. To assess opportunities for mariculture development as an adaptive strategy for fisheries and to develop fisheries and mariculture climate change adaptation plans for consideration by the member states and eventual implementation under the project.</p> <ul style="list-style-type: none"> <li>– Development of the mariculture sector is seen as a high priority for social and economic development in all three countries. The project will explore the opportunities for and promote, where appropriate, mariculture as an adaptive strategy for fisheries at risk from climate change or other factors. Mariculture could be developed either as a communal or business enterprise depending on goals and the local context. The project will undertake strategic environment assessments to identify future suitability of sites for mariculture in the three countries. In Angola these assessments will build on the assessments of the sensitivity and adaptation capacity of ecosystems and social systems undertaken there as part of Component 1. The project will investigate opportunities to broaden the culture of local and indigenous species, encourage a transition from the culture of predatory fish to greater use of a diversity of omnivorous species and support the development of participatory integrated environmental monitoring systems</li> </ul> <p>8. To consult stakeholders in the three countries on the types of skills and capacity required in terms of climate risk and best adaptation practices and the development of training plans aimed at meeting those needs.</p> <ul style="list-style-type: none"> <li>– Stakeholders from governments, universities, NGO’s and industry will be consulted on the types of skills and capacity that is needed to assess climate change impacts and vulnerabilities of fishery systems in the region.</li> </ul>
<b>Implementation Plan</b>	Consultant to provide an implementation plan, incorporating activities and target dates, together with a detailed Monitoring and Evaluation plan.

<b>Outputs &amp; Deliverables</b>	<p>The outputs/deliverables of the consultancy are:</p> <ol style="list-style-type: none"> <li>1. A comprehensive report covering all topics under the section scope of works, the content of the reports shall <i>inter alia</i> include the following topics: <ol style="list-style-type: none"> <li>a. Summary of the findings</li> <li>b. Acknowledgements</li> <li>c. Abbreviations and acronyms</li> <li>d. Introductions including the aims and objectives</li> <li>e. Methodology</li> <li>f. Findings</li> <li>g. Discussion</li> <li>h. Conclusion and recommendations</li> <li>i. References</li> <li>j. Glossary of terms</li> </ol> </li> </ol>
<b>Consultant</b>	International /National consultant and supporting staff/temporary assistants
<b>Capacity-Building Elements and Plan</b>	Capacity development and training is a high priority in the BCC agenda and this project must contribute to this priority. Closer consultation with the manager: training and capacity development would be expected.
<b>Communication and outreach</b>	Communication and outreach is very important to the project. It is expected that photos and short feedback statements being provided on a weekly basis that could be used in the communication strategy of the project.
<b>Equipment Required</b>	Consultant to supply
<b>Timeframe</b>	Approximately 220 days
<b>Conditions and Limitations</b>	<ol style="list-style-type: none"> <li>1. Consultant to show awareness of outcomes from relevant BCC, BCLME and BENEFIT projects; relevant national projects and programmes and other relevant materials and publications and</li> <li>2. Links to other on-going projects to be identified.</li> </ol>
<b>Monitoring and Evaluation</b>	<ol style="list-style-type: none"> <li>1. Monitoring and evaluation on a weekly/monthly basis as per monitoring and evaluation plan</li> <li>2. Final report including financial reporting, training &amp; capacity building and communication outreach.</li> </ol>
<b>Budget</b>	Approximately US 100,000.00
<b>Some relevant references</b>	<p>BCC SAP and SAP Implementation Plan;</p> <p>Enhancing Climate Change Resilience in the Benguela Current Fisheries System, project document.</p>

De Young, C. Building resilience for adaptation to climate change in the fisheries and aquaculture sector” in <http://www.fao.org/docrep/017/i3084e/i3084e.pdf>

De Young, C., Hjort, A., Sheridan, S. & Davies, S. Climate change implications for fisheries of the Benguela Current region – Making the best of change. FAO/Benguela Current Commission Workshop, 1–3 November 2011, Windhoek, Namibia. FAO Fisheries and Aquaculture Proceedings. No. 27. Rome, FAO. 2012. 125 pp. <http://www.fao.org/docrep/017/i3053e/i3053e.pdf>

FAO Technical Guidelines for Responsible Fisheries. 4 (Suppl. 2) Fisheries Management 2. The ecosystem approach to fisheries.,

FAO. Module 10: Climate-smart fisheries and aquaculture. Climate Smart Agriculture Sourcebook.<http://www.fao.org/docrep/018/i3325e/i3325e00.htm>

FAO. 2014. Draft project document: Technical support for spatial planning of aquaculture zones in the Republic Angola. Unpublished document, Fisheries and Aquaculture Department, FAO, Rome. 21pp

FAO. 2012. Climate change implications for fisheries of the Benguela current region. Making the best of change FAO Fisheries and Aquaculture Proceedings. No. 27. Rome, FAO. 2012. 125 pp

FAO. 2009. Climate change implications for fisheries and aquaculture. Overview of current scientific knowledge. FAO Fisheries and Aquaculture Proceedings. No. 530. Rome, FAO. 2009. 212 pp

Hampton, I. 2011 Vulnerability to climate change of the Benguela Current Large Marine Ecosystem and the human livelihoods dependent on it. FAO Fisheries and Aquaculture Proceedings. No. 27. Rome, FAO. 2012. 125 pp. Available at <http://www.fao.org/docrep/017/i3053e/i3053e.pdf>

To be co-financed by an FAO Technical Cooperation Programme project “Capacity building and pilot implementation of a rapid vulnerability assessment approach for strengthening resilience of fisheries systems to climate change in the Benguela Current coastal states”

## **INSTRUCTIONS TO TENDERERS:**

### **1. TIMEFRAMES**

- 1.1 The “CC/2017/02” contract will be awarded to a successful bidder within 30 days of closing of this tender.
- 1.2 The successful bidder will commence work within four (4) weeks from the date of signature.

### **2. SUBMISSION OF TENDER PROPOSALS**

- 2.1 The Tender should be delivered or posted to the “Postal and Physical Address for Tender Submission” specified on the cover page.
- 2.2 The bidder must submit six (6) hard copies plus 1 electronic copy (CD or memory stick) of the Tender Proposal.
- 2.3 All envelopes should be properly sealed and clearly marked as indicated below:

### **TECHNICAL PROPOSAL / FINANCIAL PROPOSAL**

**TENDER NUMBER: CC/2017/02**

**NAME OF THE BIDDING COMPANY/ORGANISATION/FIRM**

- 2.4 The deadline for the submission of tenders is 11 August 2017.
- 2.5 The Financial Proposal should remain valid for 90 (ninety) days from the tender closing date.

### **3. PRIME CONTRACTOR RELATIONSHIP**

- 3.1 The BCC Secretariat will enter into a contract with only one successful bidder.
- 3.2 After the award has been made, the BCC Secretariat reserves the right to source alternative quotations as part of its procurement governance process, in order to ensure the SUPPLIER(s) demonstrated a proactive approach in reducing cost such as travel expenses, etc.

### **4. FINANCIAL ARRANGEMENTS**

- 4.1 Bidders are solely responsible for their own costs in preparing the tender.
- 4.2 Payments for all Products and Services (professional fees and reimbursements) covered by this tender shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the BCC Secretariat’s Financial Policy.
- 4.3 The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the bidders cleaning equipment and supplies.
- 4.4 The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the bidder’s staff during the execution of their duties.

### **5. CONFIDENTIALITY**

- 5.1 Tenders submitted will not be revealed to any other bidders.
- 5.2 The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.
- 5.3 All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

## **6 OWNERSHIP OF DATA**

- 6.1 All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.
- 6.2 Ownership of all data belonging to BCC whether under its control or the bidder's control shall continue to vest in BCC. Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

## **7. MODIFICATION OF TERMS**

- 7.1 The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

## **8. TENDER FORMAT**

- 8.1 Bidders are required to address the issues and requirements in Appendix A to ensure that their tender receives full consideration.

## **9. EVALUATION OF TENDERS AND AWARD CRITERIA**

### **9.1 ELIGIBILITY CRITERIA**

- (a) Only tenders received as specified in Section 2 (Submission of Tender Proposals) will be considered.
- (b) Only bidders that have provided the following will be considered:
  - (i) Certified copies of a Certificate of Registration or Incorporation with the relevant national authorities in the case of companies or corporations; for partnerships, consortiums and joint ventures, the relevant agreement between the parties; and in the case of individuals, certified copies of the ID, proof of physical address will be required;
  - (ii) A certified copy of a current Certificate of Good Standing from the Ministry of Finance (for Namibians) or an original copy of Income Tax Clearance Certificate or exemption thereof from the relevant national authorities.
- (c) Tenders will not be evaluated if the bidder's current or past shareholding or other interests may, in the BCC Secretariat's opinion, give rise to a conflict of interest in connection with this tender.
- (d) This tender is only open to citizens of the BCC Member States or service providers that are majority owned by citizens of the BCC Member States (with proof of shareholding) and registered within any of the BCC Member States.

### **9.2 QUALIFICATION CRITERIA**

- (a) Eligible tenders will be considered provided that all the documentation as specified in Appendix A of this document has been supplied.

### **9.3 AWARD CRITERIA**

- (a) The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous proposal by applying the following award criteria:
  - (i) Technical Knowledge, Qualifications and Experience;
  - (ii) Company Profile and Reputation of the Bidder.

### **9.4 CONTRACT ADMINISTRATION**

- (a) The award will be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.
- (b) The BCC Secretariat reserves the right to negotiate the terms of the tender proposal and the value.

**APPENDIX A - TECHNICAL PROPOSAL**

Bidders must address all the issues and requirements which appear in this Appendix A.

**10. GENERAL INFORMATION**

- 10.1 One-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.
- 10.2 Complete CV, certified qualification and other documentation in sort of the CV.
- 10.3 Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables
- 10.4 A Profile of the Company / Consultancy Firm / Consortium / Individual.
- 10.5 All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved. A legally binding agreement must be in effect between the parties and a copy must be submitted with the proposal. (Attach a copy of the partnership / consortium agreement).
- 10.6 Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third-parties involved in the proposal (if applicable).
- 10.7 Certified copies of a Certificate of Registration or Incorporation with relevant national authorities of all bidding parties. For individuals, certified copies of the ID and proof of physical address will be required.
- 10.8 Certified copies of a Certificate of Good Standing for Tender Purposes from the Ministry of Finance or a certified copy of a current Income Tax Clearance Certificate or exemption thereof from the relevant national authorities.
- 10.9 A copy of the bidder’s current Audited Financial Statements.
- 10.10 Proof that the bidder is adequately insured.

**11. UNDERSTANDING OF THE ASSIGNMENT**

- 11.1 A detailed proposal indicating a clear understanding of the Terms of Reference will be required.

**12. REFERENCES**

- 12.1 A record of previous similar assignments undertaken by the bidder.
- 12.2 Bidders must provide a minimum of three (3) customers (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of works.
- 12.3 These references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.
- 12.4 The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

**References:**

Company	Contact number/s	Contact Person


**APPENDIX B - FINANCIAL PROPOSAL**

Bidders must address all the issues and requirements which appear in this Appendix B.

**13. SCHEDULE OF COSTS/FINANCIAL PROPOSAL**

The schedule must take the following format:

- (a) All costs must be quoted in Namibian Dollars (NAD).
- (b) The total cost of the proposal (best and final offer).
- (c) All prices must be quoted excluding VAT.
- (d) A breakdown of the pricing and cost components for Services set out in this invitation to tender (ITT).
- (e) Prices and costs included in this financial proposal must cover all the bidder's costs, including but not limited to surcharges, cancellations, transportation cost, warehouse charges, installation charges and all other charges associated with meeting the requirements.
- (f) The price for each Service as specified in cost schedule must be set out.
- (g) Consideration must be given to the bulk pricing discounts to be offered to the BCC Secretariat, based on services to be carried out.
- (h) Should the bidder not provide a particular Service, please indicate this as set out in the Tender. The bidder will not be excluded from the evaluation of those Services offered.
- (i) After the award has been made, the BCC Secretariat reserves the right to source alternative travel quotations as part of its procurement governance process, in order to ensure the services provider (s) demonstrated a proactive approach in reducing cost, e.g. travel cost.

## **SUPPORT DOCUMENTS AND COMPANY DETAILS**

### **Documents to be attached:**

	<b>Documents inclusive</b>	<b>YES</b>	<b>NO</b>
	CV and relevant documents		
	Copy of registration certificate/trade licence		
	Information regarding sub-contractor/sub-vendor/sub-supplier/services		
	Original Certificate of Good Standing from the Social Security Commission of Namibia (applicable and compulsory for local tenderers only).		
	Affirmative Action Certificate from the Ministry of Labour (applicable for local tenderers only).		
	Original Certificate of Good Standing for Tender Purposes from Inland Revenue Office (applicable and compulsory for all tenderers).		
	Certified copy of the Namfisa Registration Certificate. (if applicable to Tenderers).		
	Letter from Bankers confirming bank account details and attach a cancelled cheque.		

### **DECLARATION OF INTEREST:**

If any of your directors/owners are employed or was previously employed by the BCC Secretariat, or related to BCC Secretariat staff, list them and explain in detail in your proposal, duly signed by the authorised signatory of for the bidder.