

The Road Fund Administration (RFA) is a statutory organisation, established under Act 18 of 1999 to manage the Namibian Road User Charging System (RUCS) with a view to secure funding required to achieve a safe and efficient road sector in Namibia.

---

## REQUEST FOR PROPOSALS

COMPILING, PRODUCTION, EDITING, AND PRINTING OF THE ROAD FUND ADMINISTRATION INTEGRATED ANNUAL REPORT FOR A THREE-YEAR PERIOD (2020/2021; 2021/2022 and 2022/2023).

**Procurement Reference No: SC/ RP / RFA - 18/2020**

The Road Fund Administration (RFA) invites suitably qualified and experienced consultancy firms to submit technical and financial proposals for the Compiling, Production, Editing, and Printing of the Road Fund Administration Integrated Annual Report for a Three-Year Period (2020/2021; 2021/2022 And 2022/2023).

### Scope of Work

- o Compiling, Production, Editing and Printing of the Road Fund Administration's Integrated Annual Report (IAR)
- o Closely collaborate with the RFA contracted Creative Service Agent on the creative designs of the Integrated Annual Report.

Request for Proposal (RFP) document, can be obtained from the RFA's Head Office located at 21 Feld Street, Windhoek, Namibia at a non-refundable cost of **N\$100.00**.

All proposals submitted shall comply to the stipulations of the Public Procurement Act, 2015 (Act 15 of 2015). Information pertaining to the submission and evaluation of the proposals is contained in the RFP document.

Please take note that proposals will not be considered unless delivered by the closing date and time indicated below. It is the responsibility of the potential Bidder to ensure that proposals are placed in the bid box at the RFA by the closing date and time. All technical and financial proposals become the property of the RFA.

CLOSING DATE and TIME FOR PROPOSALS:  
DELIVERY ADDRESS:

Friday, 23 April 2021 - 11:00 am (local time)  
Bid Box, Ground Floor, Road Fund  
Administration Head Office, 21 Feld Street,  
Windhoek,  
Tel: +264 (61) 433 3000  
procurement@rfanam.com.na

ENQUIRIES:  
EMAIL: