

ROAD FUND ADMINISTRATION

Procurement No: SC/RP/RFA – 04/2021

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

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EXECUTIVE SUMMARY FOR THE BID FOR THE PROVISION OF CONSULTANCY SERVICES FOR THE BUSINESS PROCESSES IMPROVEMENT AND RE-ENGINEERING FOR THE RFA.

Procurement Reference no: SC/RP/RFA – 04/2021

1. SCOPE OF SERVICES

The scope of services for the business process improvement and re-engineering for the RFA include:

a) The following divisions:

I. Fund Management

- a. License Fees and Abnormal Load Charges
- b. Fuel Levies
- c. Fuel Levy Refunds
- d. Financial Management
- e. MDC and CBC

II. Programme Management, Policy and Advice

- a. Business Plan
- b. Programme Management, Policy and Advice

III. Human Capital Management

- a. Human Resource Management
- b. Performance Management

IV. Strategic Services

- a. Marketing and Communications
- b. Property, Plant, Equipment Management

V. Internal Audit and Risk

VI. Information and Communication Technology

VII. Legal and Compliance

b) Project management scope:

a) Apply Project Management Expertise

- i) Participate in the project initiation phase of defining the project goals, objectives, scope and plan.

b) Process Write-up and Quality Assurance

- i) A standard documentation template shall be created to ensure uniformity of the output documents. This will also involve defining standards, procedures, implementation strategy etc. follow the Business Process Management Framework.
- ii) All process outputs shall be quality assured by the project manager, and process outputs by the Project Manager shall be quality assured by other BPR members.
- ii) Mapping new roles resulting from the implementation to roles/designation currently in place.
- iii) Tracking and reporting on progress, deliverables and ensuring frequent quality reporting.

c) End-user's training and over the shoulder technical training to ICT.

- i) Provide continuous training to RFA ICT staff for the duration of the project

d) Organisational Change Management

- i) Implement the organisational change management plan, which will help transition and accept the new processes.
- ii) Monitoring and report on change management and evaluate its effectiveness.

1.2. Deliverables

a) Project Management

- a) Signed-off service performance agreement.
- b) Signed-off Project Charter
- c) Signed-off High-level project plan
- d) Develop and sign –off a detailed Plan with key Milestones and deliverables
- e) Signed-off monthly deliverable agreements
- f) Monthly reporting to the project Steering committee
- g) Project management office minutes

b) Implementation, Customisation and Quality Assurance

- a) Approved and signed-off Business processes
- b) Stakeholder engagement minutes and reports
- c) Detailed process flow documents
- d) Monthly risk management review
- e) Detailed test plan for each process using modeler software and demonstration
- f) Knowledge transfer and transition plan

c) Organisational Change Management

- a) Future (to-be) business processes recommending key areas of automation and recommendations on key change management considerations.

d) Automation of Processes

- a) Recommend opportunities and key areas for automation on the new proposed (to-be) business processes, as well as any other suitable approaches.

- b) A proposal on a phased approach for short- and long-term actions for the organisation moves towards executing the overall recommendations within an agreed timeframe.

2. PROCUREMENT METHOD

The Request for Proposals method as provided for in terms of the Public Procurement Act (Act 15 of 2015), section 35 and through open advertised bidding as provided for by section 28.

3. DATE OF INVITATION OF BIDS

The advertisement was placed in the newspaper on the 17 May 2021.

4. CLOSING DATE FOR SUBMISSION OF BIDS

The closing date for all submissions was on the 18 June 2021 at 11:00 Hours.

5. DATE AND PLACE OF OPENING OF BIDS

The bid opening took place on the 18 June 2021 at 11:10 at the RFA head office.

6. NUMBER OF BIDS RECEIVED BY CLOSING DATE

A total of 9 bids was submitted by the closing date and time.

7. RESPONSIVENESS OF BIDS

No.	Business Entity	Is Bidder Eligible (Yes/ No)	Explanation for Unqualified Bidder
1	EY Namibia	Yes	
2	AME Consulting and Shashi Consulting Engineers	Yes	
3	Muadifam Enterprises CC and Synergy Automation Solutions (JV)	Yes	

4	Business Process Transformation (BPT)	No	Company registration not certified by a Commissioner of Oath.
5	GlowShot Capital	Yes	
6	Tesla Energy Solutions	Yes	
7	Deloitte	No	Expired Social Security Certificate.
8	Legion Business Operation Consulting and Technologies (PTY) Ltd (LOTS).	Yes	
9	Business Entrepreneurship Training Center.	Yes	

8. PRICE COMPARISON FOR BIDS THAT WERE TECHNICALLY RESPONSIVE

Financial Proposals Opened				
Company	Price Incl Vat (NAD)	Price Incl Vat (NAD)	Financial score	Within Budget
	option 1	option 2		
Legion Business Operation Consulting and Technologies (Pty) Ltd (LOTS)	1 567 000.00		30	Yes
Tesla Energy Solutions	2 211 870.00		21.25	Yes
AME Consulting and Shashi Consulting Engineers	2 978 000.00		15.78	Yes
EY Namibia	3 468 172.00	3 619 509.00	12.98	No

9. BEST EVALUATED BID:

Legion Business Operation Consulting and Technologies (PTY) Ltd (LOTS) at total cost of N\$ 1 567 000.00 including VAT.