



(Established under section 6 of the Public Procurement Act, 2015)

Ref: SC/RP/RFA – 13/2019

**EXECUTIVE SUMMARY OF THE BID EVALUATION  
REPORT FOR CONSULTANCY SERVICES FOR  
COMPILING OF A FILE PLAN, TRAINING RFA  
EMPLOYEES ON THE FILE PLAN AND COMPILING OF  
SYSTEM REQUIREMENTS FOR AN ELECTRONIC  
DOCUMENT AND RECORDS MANAGEMENT SYSTEM**

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

## **Executive Summary of Bid Evaluation Report**

### **CONSULTANCY SERVICES FOR COMPILING OF A FILE PLAN, TRAINING RFA EMPLOYEES ON THE FILE PLAN AND COMPILING OF SYSTEM REQUIREMENTS FOR AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM**

**SC/RP/RFA – 13/2019**

#### **1. Scope of Contract**

The scope of the assignment is aimed at compiling the file plan to be approved by the National Archives of Namibia, training RFA employees on the file plan and compile system requirements for the electronic document and records management system.

The following will be the expected outcomes of the consultancy:

- a. Consultancy shall design and deliver a records and document management File plan to be approved by the National Archives of Namibia.
- b. Training to be provided to RFA employees; the RFA business units will have efficient filing and archiving procedures and will be equipped with technical means of filing and easy retrieval of records and documents.
- c. System requirements that will provide guidance to RFA when sourcing for an electronic document and records management system.

#### **Deliverables**

- a) Perform an audit of the existing state of the records and documents in the RFA.
- b) Make an inventory of the existing records and documents that are produced by the RFA business units.
- c) Guide and assist RFA in sorting out records and documents.
- d) Classifying and indexing documents in a way to identify and recognize them according to the specific features assigned to each business unit to permit easy retrieval.
- e) Define Retention Schedules based on RFA and regulatory requirements.
- f) Proposing physical and electronic filing of the records and documents within RFA and subsequently compile system requirements for an electronic document management system.
- g) Submitting a file plan to be approved by the National Archives of Namibia.
- h) Training to be provided to RFA employees on file plan.

**2. Procurement method used**

Request for proposal under open advertisement as provided for in the Procurement Act (Act 15 of 2015) is the preferred method of procurement

**3. Date of Invitation of Bids**

The tender was advertised in the local newspapers on the 2 August 2019

**4. Closing date for submission of bids**

The closing date for all submissions was on the 2 September 2019 at 11:00 am

**5. Date and place of opening of bids**

The bid opening took place on the 2 September 2019 at 11:30 at the RFA head office. Multiple bidders have attended the opening ceremony.

**6. Number of bids received by closing date:**

A total of 4 bids was submitted by the closing date and time.

**7. Responsiveness of bids:**

No.	Company Name	Responsive or not responsive (Yes/ No)	Explanation for Unqualified Bidder
1	The Document Warehouse (Namibia) Pty Ltd	Yes	
2	Silicone Software Solution cc	Yes	
3	Captive Technology Solutions (Pty) Ltd	Yes	
4	AGS Records Management	No	South African company registration; company registration name does not match the name on the Social Security and Tax certificates. Therefore the Namibian registered name of the company cannot be verified.

## **8. Best Evaluated Bid**

Captive Technology Solutions (Pty) Ltd scored a total of 79.33 out of 100 points for the technical and financial evaluation of the bid received. This is the highest evaluated score and their bid complies with the technical and financial requirements for this project.

It is therefore recommended to award the bid for consultancy services for compiling of a file plan, training RFA employees on the file plan and compiling of system requirements for an electronic document and records management system at a cost of N\$ 494 500.00 incl VAT to Captive Technology Solutions (Pty) Ltd.