

The Road Fund Administration (RFA) is a statutory organization, 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.

INVITATION FOR OPEN NATIONAL BIDDING

PROCUREMENT OF IN-HOUSE LEGAL AND CONTRACT MANAGEMENT SYSTEM – MICROSOFT FILES (M-Files).

Procurement Reference No: NCS/ONB/RFA – 01/2021

The Road Fund Administration (RFA) invites suitably qualified, competent and experienced consultants to an open national bid.

Scope of Work: Supply and implement the automation of in-house legal processes, contract management on Microsoft Files (M-Files) platform, and, as a result, improve the efficiency of the RFA as a whole.

Bid document, can be obtained from Mrs. Emilia Kandjimbi on the 2nd floor of the RFA's Head Office located at 21 Feld Street, Windhoek, Namibia at a non-refundable fee of **N\$100.00**.

All bidding documents 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 before 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 before the closing date and time. All technical and financial proposals become the property of the RFA.

CLOSING DATE and TIME FOR BIDS:
DELIVERY ADDRESS:

Tuesday, 06 July 2021 - 11:00 am (local time)
Bid Box, Ground Floor, Road Fund
Administration Head Office,
21 Feld Street, Windhoek,
Tel: +264 (61) 433 3049
procurement@rfanam.com.na

ENQUIRIES:
EMAIL: