

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.

INVITATIONS TO BID

The Road Fund Administration (RFA) in line with the Public Procurement Act, 2015 (Act No. 15 of 2015), hereby invites suitable and competent Namibian registered* service providers to submit their best bids for the provision of services listed below:

No.	Description	Scope	Procurement Reference No.	Bid Document Price	Bid Clarification Meeting Date	Closing Date
1	Design, Develop and Execute a Competency-based Training based on Soft Skills	<p>The intervention shall cover the following themes or learning areas:</p> <ul style="list-style-type: none"> (i) Relationship Building (ii) Assertiveness (iii) Resilience (iv) Motivating and Influencing Others (v) Working within a team (vi) Problem Solving (vii) Taking Initiative (viii) Conflict Resolution (ix) Customer Centric (x) Negotiation (xi) Coaching and Developing Others (xii) Stress Management (xiii) Judgement and Decision (xiv) Emotional Maturity 	SC/RP/RFA – 14/2022	N/A	3 rd November 2022	28 th November 2022

	Design, Develop and Execute a Competency-based Training Based on Communication Competencies	Communication skills refers to the knowledge of effective and appropriate communication patterns and the ability to use and adapt that knowledge in various contexts. The intervention shall cover the following themes: (i) Written Communication (ii) Verbal Communication (iii) Written Communication (iv) Report Writing (v) Presentation Skills (vi) Effective Information Sourcing (vii) Information Literacy (viii) Information Integration (ix) Information Sharing	SC/RP/RFA – 13/2022	N/A	3 rd November 2022	28 th November 2022
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Specifications are outlined in the RFP bid document, which can be obtained from the **RFA Procurement Management Unit** by sending an email containing the potential bidders: a) full name of the business entity, b) name of contact person, and c) contact details to procurement@rfanam.com.ng

All bidding documents submitted must comply with 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.

BID CLOSING DATE & TIME: 28th November 2022 - 11:00 am
 DELIVERY ADDRESS: Bid Box, Ground Floor, Road Fund Administration Head Office, 21 Feld Street, Windhoek,
 ENQUIRIES: Tel: +264 (61) 433 3049/82
 EMAIL: procurement@rfanam.com.ng

Bid Clarification Meeting: Online via MS Teams on Thursday, 3rd November 2022 at 11H00