

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

---

## REQUEST FOR PROPOSALS

The Road Fund Administration (RFA) invites suitably qualified, competent, and experienced service providers to submit bids for the provision of Consultancy Services in the following three (3) tenders:

1. Provision of Consultancy Service to Implement a Mobile App - **Procurement Reference No: SC/RP/RFA – 11/2022**
2. Provision of Consultancy Service to Implement an Online Payment Gateway of the Road Fund Administration (RFA) - **Procurement Reference No: SC/RP/RFA – 22/2022**
3. Consultancy Services for ICT Division Workforce Design and Planning - **Procurement Reference No: SC/RP/RFA – 09/2022**

Specifications are outlined in the respective RFP bid documents, 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, c) contact details, as well as d) the name of the bid you are interested in receiving, to the following email address: [procurement@rfanam.com.na](mailto:procurement@rfanam.com.na)

All bidding documents submitted must comply with the stipulations of the Public Procurement Act, 2015 (Act 15 of 2015), including all required supporting documentation. 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:** 2<sup>nd</sup> December 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.na](mailto:procurement@rfanam.com.na)

**Bid Clarification Meeting:** Where applicable, invitations for online meetings will be forwarded to the bidders via email