

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.

## REQUEST FOR PROPOSALS

### FOR TRAVEL MANAGEMENT SERVICES TO THE RFA OVER A 3-YEAR PERIOD

Procurement Reference No: SC/RP/RFA–12/2022

The Road Fund Administration (RFA) invites suitably qualified, competent, and experienced Travel Management service providers to submit bid for the provision of Travel Management Services.

#### Scope of Work

The Road Fund Administration (RFA)'s primary objective in issuing this invitation is to enter into agreement with a successful bidder who will achieve the following:

- a) Provide the RFA with the travel management services that are consistent, reliable and will maintain a high level of traveler satisfaction in line with the service levels;
- b) Provide the RFA with a dedicated key account manager that is suitably qualified for the duration of the contract
- c) Achieve significant cost savings for the RFA without any degradation in the services;
- d) Contain the RFA' risk and traveler risk.

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.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). 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:	Monday, 3 <sup>rd</sup> October 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:	<a href="mailto:procurement@rfanam.com.na">procurement@rfanam.com.na</a>