

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.

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## REQUEST FOR PROPOSALS

### Consultancy Services for Supply, Delivery, and Implementation of an Electronic Document and Records Management System (EDRMS) for the Road Fund Administration - Procurement Reference No: SC/RP/RFA – 08/2022

The Road Fund Administration (RFA) invites suitably qualified and competent service providers to submit bids for the provision of consultancy services.

#### Scope of Work

The scope of services for the supply, delivery, and implementation of an EDRMS system for the RFA includes the following:

- a) implement an Electronic Document and Records Management System,
- b) provide Project Management Expertise for the Project,
- c) ensure Quality Assurance,
- d) provide end-user training and over-the-shoulder technical training,
- e) address and provide Organisational Change Management, and
- f) include a detailed description of the technical components and requirements of the proposed system.

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, 22<sup>nd</sup> August 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)