



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

PROCUREMENT MANAGEMENT UNIT

**Request for Proposal
for
the Procurement of consultancy service for writing,
editing, proofreading, design, layout, and printing of
BIPA Reports, for the period of 36 months.**

Procurement No: SC/RP/BIPA-11/2025

**Business and Intellectual Property Authority 172 Jan Jonker Road,
Aussanplatz, 061 299 4400, kalengas@bipa.na, 19 December 2025**

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

Subject: Procurement of consultancy service for writing, editing, proofreading, design, layout, and printing of BIPA Reports for the period of 36 months.

1. You are hereby invited to submit technical and financial proposals for Procurement of consultancy for writing, editing, proofreading, design, layout, and printing of BIPA Reports required under Marketing and Corporate Communication Department for the Business and Intellectual Property Authority (BIPA) which could form the basis for future negotiations and ultimately, a contract between you and the BIPA.
2. The purpose of this assignment is to:
 - a) Conceptualise the theme of BIPA's reports, for the period as indicated herein above;
 - b) Develop creative designs for BIPA's reports in line with the theme and a creative brief;
 - c) Develop, write, edit and proofread content in collaboration with the Marketing and Corporate Communications Division;
 - d) Complete the layout of all approved content material, including the creation of graphs, charts and tables;
 - e) Editing and proof-reading of all written material before printing;
 - f) Design, updating and distribution of the company newsletter through email communication;
 - g) Developing and/or printing of a comprehensive CI manual;
 - h) Design and/or printing of corporate communication material, including but not limited to business cards, letterheads, presentations, invitation cards etc.;
 - i) Conduct photoshoots where required for purposes of the report, and availing of photographs (copyright to belong to BIPA);
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and

- (c) a sample format of the Service Contract under which the service will be performed [Annexure 3]
- 4. Any request for clarification should be forwarded in writing to BIPA. Request for clarifications should be received 14 days prior to the deadline set for submission of proposals.
- 5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.
Consultants are advised to consult the website of the Procurement Policy Office: **www.mof.gov.na/procurement-policy-unit** to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

6. Eligibility

- (a) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Eligibility Criteria

To be eligible to participate in this Request for Proposal exercise, you should:

- (a) Have a valid company Registration Certificate;
- (b) Have a valid good standing for BIPA;
- (b) Have an original valid good Standing Tax Certificate;
- (c) Have an original valid good Standing Social Security Certificate;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Have a certificate indicating SME Status

8. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in Annexure 2 - "Supplementary Information for Consultants". The

proposals must be deposited into the bid box on or before: **Tuesday, 20 January 2026 at the Procurement Management Unit - BIPA Office, 172 Jan Jonker Road, Ausspanplatz at 10H00.**

Please take note: Proposals should **not** be forwarded by electronic mail.

9. Deciding Award of Contract

Part	Evaluation Process	Pass Rate
Part: A	Compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. Any bid found non-compliant to this section will be excluded from the competition and will not be evaluated further. Total Evaluation will be out of a possible score of 100	100%
Part: B	Technical Evaluation will be out of a possible score of 70	50 marks
Part: C	Financial Evaluation will be out of a possible score of 30	20 Marks

Qualification and experience of the consultants shall be considered as the paramount requirement. This is however subjected to 100% compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals

10. Rights a Public Entity

- (a) Please note that the BIPA is not bound to select any of the consultants submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of 30 days from the day of advert. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your

submission will be applied in case the duration of the assignment is to be extended.

12. Validity of Proposal

You are requested to hold your proposal valid for 90 working days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Business and Intellectual Property Authority will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in February 2026, you will be expected to take up/commence with the assignment in March 2026 .

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but BIPA shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment;
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

15. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

16. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by hand delivery:

- (a) your acknowledgment of the receipt of this Letter of Invitation within 7 days and further indicate whether or not you will be submitting the proposal.

17. The Business and Intellectual Property Authority would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,


Mr Jakob Shaanika Mwaala
Secretary to the Procurement Committee



Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Draft contract under which service will be performed.

TERMS OF REFERENCE

Title of Assignment:	Consultancy for writing, editing, proofreading, design, layout, and printing of the BIPA Reports, for BIPA for the period of 36 months.
Name of Client:	Business and Intellectual Property Authority (BIPA)
Expected duration of assignment:	36 months
Date:	12 November 2025

1. BACKGROUND

The Business and Intellectual Property Authority (BIPA) has been established as the focal point for the registration of business and industrial property. BIPA is established as a juristic person in terms of section 3 of the BIPA Act, 2016 (Act No.8 of 2016) and is a Public Enterprise as defined in the Public Enterprises Governance Act, 2019 (Act No.1 of 2019).

BIPA core mandate is the focal point for the registration of business and industrial property and is responsible for administration and protection of business and intellectual property.

BIPA is required to prepare and submit its reports in compliance with the Business and Intellectual Property Authority Act, 2016 under section 22 of the BIPA Act, 2016.

2. OBJECTIVE (S)

BIPA seeks to engage a dynamic and highly skilled individual consultant or agency in the role of report writer, editor and designer to support in the preparation of its Reports for the financial years 25/26, 26/27, 27/28.

Under the supervision of the Corporate Communication Practitioner, the consultant will be responsible for drafting of the Annual Reports in the given timeframe and present to BIPA a finalized product. The incumbent will consult with the Marketing and Corporate Communications team for direction on the sourcing of content and methodologies to be used.

3. ASSIGNMENT

- 3.1 To develop BIPA Reports for the specified financial years by compiling and writing all material, including relevant forewords, messages, articles, overviews etc. as per the best practice for reports requirements, as well as corporate governance requirements. Material shall be compiled from reports provided by BIPA to the consultant, however the consultant will be expected to conduct interviews with the relevant internal staff, as may be required, to ensure a comprehensive understanding of the topic.
- 3.2 Once the final text has been approved by BIPA, the consultant shall ensure the editing and proofreading of the document.
- 3.3 The assignment includes the graphic design and layout of the report, for which most photographs will be provided. However, the consultant shall be required to include stock images and photography where required. The physical size of the report can be recommended by the consultant. All designing shall be within the guidelines provided by the BIPA Corporate Identity Manual.

4. DELIVERABLES

- 4.1 1 standard, electronic copy of the final Annual Report for each financial year
- 4.2 1 web-friendly electronic copy of the final Reports for each financial year
- 4.3 Zipped folder with high resolution photographs taken as part of the assignment
- 4.4 2 electronic copies of the final Biannual Landscape Report for each financial year
- 4.4 2 web-friendly electronic copy of the final Biannual Landscape Report for each financial year
- 4.5 1 standard, web-friendly electronic copy of the final Annual Business and Financial Plan for each financial year
- 4.6 1 standard, web-friendly electronic copy of the final Integrated Strategic Business Plan for each financial year

5. REPORTING

5.1 The consultant will report to the Corporate Communication Practitioner.

6. CONSULTANCY FEE AND PAYMENT SCHEDULE

6.1 As per applicable procurement procedures.

6.2 Quotations should be cost-effective and considerate of the limited availability of funds.

7. Requirements

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equal 70% and financial criteria equals 30%. The technical evaluation will include the following:

CRITERIA	SPECIFIC REQUIREMENTS
Relevant Experience	At least 5 years' experience in compiling and designing Annual Reports for clients. Having compiled and designed annual reports for Namibian Public Enterprises will be an added advantage.
Minimum Qualifications of the Lead Consultant	Bachelor's degree in marketing (including business strategy), advertising, designing, corporate governance, copywriting, public relations, media, corporate communications, digital media production and relevant fields.
Methodology or Workplan	Present the following: - A clear fee structure (see next section) - A clear commitment with turn-around times as per the deliverables - Proof of similar designs created for other clients
Delivery time	Delivery of the first electronic draft of the annual report shall be submitted within 6 weeks of the date of appointment of the consultant.
References	Submit at least four (4) proof or testimonials from previous clients on similar assignments (typed official letterhead signed by the management).

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Whereas the **financial proposal** carries the weight of 30 marks and the specific assessment criteria include:

CRITERIA	SPECIFIC REQUIREMENTS
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Contract Cost Breakdown	Consultant to indicate the cost breakdown under the following headings: • Concept/theme development and conceptualization • Content Production • Copy writing and proof reading • Design and layout • Photography/stock images
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Relevant provisions of the Public Procurement Act, 2015 (Act No 15 of 2015)

apply.

CRITERIA USED TO EVALUATE THE BIDS

1. PART A Total Marks (70)

TECHNICAL DIMENSIONS

Layout of Documents/ presentation

1. Institution Information:

Bidding firms must submit a brief description of the organization and an outline of recent experience on assignments of similar nature. They should provide the following:

- i. Evidence of having undertaken similar assignments in the last 4 years with Four (4) projects done in similar assignments or recommendations for the outlined assignments. **(9 Marks)**
- ii. Brief description of an outline of recent experience on assignments of similar nature with four (4) projects to the three organizations. **(5 Marks)**

2. Methodology and Work plan:

Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:

- (a) Description of Technical Approach and Methodology (Refer to the methodology requirements). **(20 Marks)**
- (b) Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time. **(15 Marks)**
- (c) Clear time schedule in relation to the expected time frame of this project. **(10 Marks)**

3. Human Resource Capacity:

Qualifications and competence of the key staff for the assignment:

- Lead consultant/Key expert should provide the assignments they have undertaken with their reference contacts.

- I. Bachelor's degree in marketing (including business strategy), advertising, designing, corporate governance, copywriting, public relations, media, corporate communications, and relevant fields. (copy of degree certificate must be attached).

(8 Marks)

- II. Three years of experience in compiling and designing Annual Reports (attach CV detailing experience) **3 Marks** (1 mark for each year of experience).

Formula: $\frac{\text{Total Score}}{\text{Total allocated marks (70)}} \times 100$

2. PART B Total Marks (30)

FINANCIAL DIMENSIONS
1. Feasibility of cost estimate (15 Marks)
2. Clear fee structure provided (15 Marks)

Formula: $\frac{\text{Total Score}}{\text{Total allocated marks (30)}} \times 100$

TOTAL SCORE IS OUT OF 100 Marks

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

1. Proposals

1. Proposals should include the following information:

1.1. Technical Proposals

- i. Curriculum Vitae of Consultant (Form F-2).
- ii. An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
- iii. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- iv. A description of the manner in which the Consultant would plan to execute the work, as specified in Annexure 1, point 2.
- v. The Consultant's comments, if any, on the data, services and facilities to be provided by the public body indicated in the Terms of Reference (TOR).

1.2. Financial Proposals

- i. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
- ii. The proposals shall be submitted in one original and one copy of the original.

2. Contract Negotiations

- i. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.
- ii. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

3. Review of reports

- i. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

BID SUBMISSION FORM

From: _____

To: _____

Hiring of Consultancy Services for *[insert title of assignment]*

I/We _____ herewith enclose Technical and Financial Proposals for selection as consultant for the *[name of public entity]*.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant : _____
 Profession : _____
 Date of Birth : _____
 Nationality : _____
 Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employer's references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

.....
[Signature of Consultant]

Full name of consultant: _____

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof.
(Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

Consultant Name Total Cost	Monthly Rate (in currency) currency)	Working Months (in
_____	_____	_____

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses²:

(a) Per Diem ³ :	Room Charge	Subsistence	Total	Days
	_____	_____	_____	_____

(b) Air fare _____

(c) Lump Sum Miscellaneous Expenses⁴: _____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: [Day|month|year].....

Procurement Ref No.:

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity.**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I [insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.