

## AMENDMENT TO BIDDING DOCUMENT

**PROCUREMENT REFERENCE: SC/RP/CRAN-02/2024**

**TO: ALL PROSPECTIVE BIDDERS**

**DATE: 25 JULY 2024**

**DESCRIPTION: PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT AND DEPLOYMENT OF SHAREPOINT SOLUTIONS FOR ELECTRONIC PROCUREMENT MANAGEMENT SYSTEM AND STRATEGY DEVELOPMENT, MONITORING AND EVALUATION SYSTEM.**

The Communications Regulatory Authority of Namibia (Herein referred to as CRAN) invited prospective bidders to submit proposals for consulting services: Provision of Consultancy Services for the development and deployment of SharePoint solutions for electronic procurement management system and strategy development, monitoring and evaluation system (Procurement Reference: SC/RP/CRAN-02/2024).

CRAN hereby notify all prospective bidders of the following modification to the bidding document as per the following attachments:


**Addendum 1:** Modification of Instruction to Consultants-Data Sheet (Page 31, 5.2(a) of the bidding document)

**Addendum 2:** modification to Evaluation Criteria ( page 71-74 of the bidding document)

Bidders are further informed that CRAN has Microsoft License 365 E3 and this SharePoint procurement is anticipated to host 84 users.

The modification to the bidding document for this procurement are issued in line with Section 34(4) of the Public Procurement Regulations: Public Procurement Act, 2015.

Kind Regards



**MS. HELENE VOSLOO**  
**CRAN PROCUREMENT COMMITTEE CHAIRPERSON**

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**Board Members:**

Mr. Heinrich M. Gaomab II (Chairperson); Ms. Vivienne E. Katjuongua (Vice-Chairperson); Mr. Thomas Mbome (Member);  
Dr. Tulimevava Mufeti (Member); Mr. Gerhard Coeln (Member); Ms. Dorethy Smit (Member)

**Chief Executive Officer:** Mrs. Emilia Nghikembua

**Governance Executive:** Mr. Tanswell Davies



**ADDENDUM 1**

<b>5.2 (a)</b>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: right;"><u>Points</u></p> <p>(i) Specific experience of the Consultants relevant to the assignment:  - Minimum of at least 3 SharePoint development related references.  (specific as outlined in TOR) - 15  Total points for criterion : [15]</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:  a) Technical approach and methodology 25  b) Work plan 25  c) Organization and staffing 20  Total points for criterion (ii): [70]</p> <p>(iii) Participation by Local nationals among proposed key staff [5]</p> <p>(v) Presentation of SharePoint Solution (demo) [10]  Total points for criterion: [100]</p> <p>The minimum technical score St required to pass is: <b>80%</b></p>
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**ADDENDUM 2**

<b>2.4</b>	ITC 1.12	Has the consultant offered the period of proposal validity of one hundred and eighty (180) days, as specified in the Bidding Data Sheet?		
<b>2.5</b>	ITC 3.3 (e)	Has the consultant completed, signed and/or stamped and submitted a Bid Securing Declaration?		
<b>2.6</b>	ITC 4.3 DS 4.3	Has the consultant submitted One (1) original and two (2) copies of the Technical and Financial Proposal on bid closing date and time,		

**Note: The consultant submission will either be responsive or non-responsive. Bidders who do not comply with any of the above administrative requirement(s) will be disqualified from the entire evaluation process and will not be considered further.**

### **3. MANDATORY DOCUMENT/REQUIREMENTS (3.1 – 3.5 APPLICABLE TO NAMIBIAN CONSULTANTS ONLY)**

<b>No</b>	<b>ITC Reference</b>	<b>Mandatory Requirements</b>	<b>Yes</b>	<b>No</b>
<b>3.1</b>	ITC 3.4 (i)	Has the bidder submitted a valid certified copy of business Registration Documents?  <b>Provide evidence of Business registration documents and Namibian Identity Documents (IDs) of shareholders and share certificates.</b>  <i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i>		
<b>3.2</b>	Company shareholding information form.	Has the bidder provided and completed the shareholding information form on <b>Annexure 1</b> indicating names of Shareholders and the percentage shares owned.		

**ADDENDUM 2**

No	ITC Reference	Mandatory Requirements	Yes	No
3.3	ITC 3.4 (ii)	<p>Has the Bidder provided a valid original or valid certified copy (valid at the deadline of submission of bid) of an original Good Standing Tax Certificate; <b>(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))</b>,</p> <p><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></p>		
3.4	ITC 3.4 (iii)	<p>Has the Bidder provided a valid original or valid certified copy of Good Standing Social Security Certificate <b>(valid if issued on or after bid advertisement date) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))</b>,</p> <p><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></p>		
3.5	ITC 3.4 (iv)	<p>Has the Bidder provided a valid certified copy (valid at the deadline of submission of bid), <b>(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))</b>, of Affirmative Action Compliance Certificate or 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;</p> <p><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></p>		
3.6	To be attached by bidder.	Has the bidder provided three (3) reference letter(s) from previous institution(s) on a company letter head		

**Note: The Bidders' submission will either be responsive or non-responsive. Bidders who do not comply with any of the above Mandatory Documents/Requirements will be disqualified from the entire evaluation process and will not be considered further.**

**ADDENDUM 2****4. TECHNICAL EVALUATION**

To substantiate compliance to the following technical specifications, consultants are required to provide full written technical proposals that speaks to technical requirements as listed in the table below.

			Marks	
<b>4.1. Compliance With Specifications</b>				
			Score	Highest Score
a)	Specific experience of the Consultants (the business) relevant to the assignment	relevant experience (as outlined in TOR)		15
b)	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	Technical approach and methodology		25
		Work plan		25
c)	Key professional staff qualifications and competence for the assignment	Organization and staffing:		
		i) Team Leader		10
		ii) Team Member		5
		iii) Team Member		5
d)	Participation by nationals among proposed key staff	Participation by nationals among proposed key staff		5
e)	Presentation	Presentation of SharePoint Solutions system-demo		10

[Terms of Reference normally contain the following sections: (a) Background, (b) Objectives, (c) Scope of the Services, (d) Training (when appropriate), (e) Reports and Time Schedule, and (f) Data, Local Services, Personnel, and Facilities to be provided by the Client.]

