



EXPRESSION OF INTEREST (EOI)

(Issued in terms of Section 21 of the Public Procurement Act 15 of 2015)

APPOINTMENT OF INDIVIDUAL CONSULTANT OR CONSULTING FIRM FOR THE PROVISION OF TAX ADVISORY SERVICES TO NAMFISA AND METROPOL (PTY) LTD

PROCUREMENT REFERENCE NO.: EOI/ONB/NAMFISA/003-2017

The Namibia Financial Institutions Supervisory Authority (“NAMFISA”) is a public enterprise established by virtue of the Namibia Financial Institutions Supervisory Authority Act 3 of 2001, as amended, (the Act”), to effectively regulate and supervise financial institutions in Namibia and to give sound advice to the Minister of Finance.

NAMFISA acquired a 100% shareholding in Metropol (Pty) Ltd in October 2014. The company is an investment property holding company acquired for the purpose of constructing and owning an office building for NAMFISA operational purposes.

NAMFISA is seeking Tax Consulting Services from recognized consulting firms to carry-out a tax health check and provide recommendations to management of NAMFISA on taxation areas that require improvement.

Specifically, this will entail the following terms of reference:

1. Tax Health Check
2. Personnel and Employee Taxation
3. Taxation on Retirement Benefits (Provident Fund)

The appointment of a tax advisor will be for twelve (12) months and assignments will be issued as and when needed.

We invite both individual consultants and consultancy companies to express their interest by providing information that demonstrates their qualifications to execute this assignment. Consultants may associate in order to amplify their qualifications. Expressions of Interest should include, as a minimum:

<p>Section A: Company Profile</p>	<ul style="list-style-type: none"> • Company Name, year and country of incorporation. • Locations of offices and other facilities. • Contact Information. • Areas of specialization • Local Representation/support offices
<p>Section B: Eligibility Criteria</p>	<p>(a) Have a certified copy of Incorporation/Company Registration or equivalent registration where applicable/MoU of Partnership or Joint Venture;</p> <p>(b) have an original valid good standing Tax Certificate;</p> <p>(c) have an original valid good Standing Social Security Certificate;</p> <p>(d) have a valid 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;</p> <p>(e) Proof of Accreditation from professional bodies where applicable;</p> <p>(f) have a certificate indicating SME Status (where applicable);</p> <p>(g) be registered with NAMFISA as Preferred Supplier (application form available for download from</p>

	<p>www.namfisa.com.na/procurement under Resources;</p> <p>(h) <u>NB: The requirements above must be submitted by all parties in cases of a partnership or joint venture.</u></p>
Section C: Experience and Interest	<ul style="list-style-type: none"> • General Information concerning Services. • Brief Description of Relevant Completed assignments (indicate number of projects). • Brief CV and qualifications of Lead Consultant(s)/Partner(s) indicating years of experience in successfully completing similar assignments.
Section D: Client Lists	<ul style="list-style-type: none"> • List of Major Clients. • List of Clients in financial, commerce, regulatory, public Sector.

This EOI is published for the purpose of delivering early knowledge concerning this NAMFISA business opportunity and the shortlisting of qualified consultants.

Only the shortlisted eligible bidders will be approached to submit a Proposal.

Closing date for submitting your Expression of Interest responses is **11 September 2017 at 16h00 pm** (Namibian Time). Deliver the requested information, addressed as follows:

**“Expression of Interest – Provision of Tax Advisory Services to NAMFISA”,
Procurement Reference No. EOI/ONB/NAMFISA/003-2017” Attention: The
Secretary, Procurement Committee, NAMFISA, P.O Box 21250, Windhoek,
Namibia, 0000**

Hand Deliver: Tender Box, 1st Floor, Sanlam Centre, 154 Independence Avenue,
Windhoek, Namibia.

Enquiries: Isak L Haoseb, Procurement Officer

Tel: (+264) 61 290 5239, **Fax:** (+264) 61 290 5194

Email: procurement@namfisa.com.na

Email or facsimile submissions will not be considered.

**NAMFISA PUBLISHES ALL MAJOR PROCUREMENT OPPORTUNITIES ON THE
FOLLOWING WEB PAGE:**

<http://www.namfisa.com.na/procurement>