Namibia Statistics Agency

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TO : **CHAIRPERSON OF THE COMMITTEE**

FROM: **PROCUREMENT MANAGEMENT UNIT**

DATE: **30 OCTOBER 2026**

SUBJECT: Opening report for the Request for Consultancy Services for job evaluation and grading

1. PURPOSE

This report presents the bid opening proceedings for the request for quotation for the Request for Proposal for Consultancy Services for job evaluation and grading, Procurement Reference No: **SC/RP/NSA-03/2026**. The RP was published on the NSA website and E-GP Portal on **14 October 2026** and closed on the **30 October 2026.**

2. BACKGROUND

The opening session was guided by section 51(4) of the Act which states that: ***At a bid opening session, the name of the bidder, the total amount of each bid, any discount or alternative offer, and the presence or absence of any security, if required is read out and recorded, and a copy of the records is made available to any bidder on request.*** The PMU, therefore, focused on those aspects only. The bid evaluation process is expected to commence within five (5) days.

The following **7** bids were received.

No	Company	Mandatory Documents	Alternative offer
1	Lotus Operational Performance and Talent Services cc	All attached	none
2	Performance Development Center	All attached	none
3	Tact Consulting cc	All attached	none
4	Windhoek Accounting and Taxation (Pty) Ltd	All attached	none
5	Double Infinity Business Management Consultants CC	All attached	none
6	Acet Integrated Advisory and Consultancy cc	All attached	none
7	Institute of Training & Consultancy Services	All attached	none

Prepared by: M. Nghifimule **Checked by: P. Kornelius**

..... **Date**30/10/2026 ..... **Date**30:10:2026

Board of Directors Mr. Justus Tjituka (Chairperson), Ms. Julia Muetudhana (Vice-Chairperson), Mr. Floris Fleermuys, Ms. Esmeralda Katjaerua, Ms. Damoline Muruko, Mr. Victor Nghifindaka, Mr. Alex Shimuafeni (Statistician-General & CEO) and Ms. Ruusa Shipiki (Company Secretary).