



**PROCUREMENT MANAGEMENT UNIT**  
**For the**  
**Oranjemund Town Council**

---

☒ P.O Box 178 – Corner of 8<sup>th</sup> Avenue & 12<sup>th</sup> Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500  
Fax: (+264) 63 233 501 – E-mail: [head.pmu@ormdtc.com.na](mailto:head.pmu@ormdtc.com.na) – Website: [www.oranjemund-tc.com](http://www.oranjemund-tc.com)

---

**EXPRESSION OF INTEREST**

Issued on: **16/04/2024**

**For**

**DESIGN, DEVELOPMENT AND MAINTENANCE OF ORANJEMUND TOWN COUNCIL  
MUNICIPAL APP**

**FREE**

Procurement Reference No: **EOI/ORTC-04/2023/24**

Closing date & Time: **Monday, 6<sup>th</sup> May 2024 at 15h00**

**PARTICULARS OF BIDDER**

**Business Name :** .....

**Postal Address:** .....

**Telephone No:** .....

**Cell No.:** .....

**Fax No.:** .....

**Contact Person:** .....

**E-Mail Address:** .....

**Bid Price:** .....

**INFORMATION TO THE BIDDERS:**

Bidders shall enclose **One (1) Bidding document** with all necessary supporting documents in a single sealed envelope with the Procurement Reference Number “**EOI/ORTC-04/2023/24**” The inner and outer of the envelope shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Oranjemund Town Council, corner of 8<sup>th</sup> Avenue and 12<sup>th</sup> Street, on or before **Monday, 6<sup>th</sup> May 2024 at 15h00**.

Evi-Maria Nakanyala  
**PROCUREMENT MANAGEMENT UNIT**



# EXPRESSION OF INTEREST

## FOR

### DESIGN, DEVELOPMENT AND MAINTENANCE OF ORANJEMUND TOWN COUNCIL MUNICIPAL APP

---

<b>CLOSING DATE</b>	:	<b>06<sup>th</sup> May 2024 at 15H00</b>
<b>NOTE</b>	:	The Oranjemund Town Council invites prospective companies with the necessary expertise and experience to design, develop, maintain, and deploy a state-of-the-art mobile application compatible with iOS (iPhone) and Android. This application should meet the unique needs of the Oranjemund Town Council. The appointed service provider will be required to develop the Municipal App, including all the elements outlined in the bidding document.
<b>LEVY</b>	:	Free
<b>ENQUIRIES</b>	:	Ms. Glennadette Scholtz Tel: +26463 233 500 Email: <a href="mailto:glennadette.scholtz@ormdtc.com.na">glennadette.scholtz@ormdtc.com.na</a>
<b>DELIVERY ADDRESS</b>	:	Oranjemund Town Council P.O Box 178, Oranjemund, Namibia Corner of 8 <sup>th</sup> Avenue and 12 <sup>th</sup> Street Bid box, OTC Finance building



# Oranjemund Town Council

C/o 8th and 12th Avenue, Box 178, Oranjemund | Tel: +264 63 233 500 Fax: +264 63 233501

**Procurement No. : EOI/ORTC-04/2023/24**

**Name of Company:** \_\_\_\_\_

**Company Reg number:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tel / Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email address:** \_\_\_\_\_



## CONTENTS

<b>1. INTRODUCTION .....</b>	<b>5</b>
<b>3. SCOPE OF WORKS .....</b>	<b>6</b>
<b>4. HOW TO SUBMIT THE EOI.....</b>	<b>6</b>
<b>5. AMENDMENTS .....</b>	<b>7</b>
<b>6. ELIGIBILITY .....</b>	<b>7</b>
<b>7. EVALUATION AND SELECTION OF THE BEST PROPOSAL .....</b>	<b>8</b>
<b>8. TIMELINE.....</b>	<b>10</b>
<b>9. RIGHTS OF A PUBLIC ENTITY.....</b>	<b>10</b>
<b>10. VALIDITY OF PROPOSAL .....</b>	<b>10</b>
<b>11. CONTACT PERSON .....</b>	<b>10</b>
<b>12. TAX LIABILITY .....</b>	<b>10</b>
<b>13. INSURANCE.....</b>	<b>10</b>
<b>14. SUBMISSION OF PROPOSALS.....</b>	<b>10</b>



## **1. INTRODUCTION**

- a) Oranjemund Town Council (Council) is a local authority established in 2012, in accordance to Section 3(1) of the Local Authorities Act, 1992 (Act No. 23 of 1992).
- b) The Oranjemund Town Council's (OTC) Corporate Communications Division is the custodian of the implementation of the Marketing, Communication and Public Relations strategy that includes key elements of campaigns such as the Corporate Social responsibility (CSR) programs, Council annual events, educational outreach initiatives based on municipal services, annual reports, publications, workshops, conferences, exhibitions and redesigning of Council's website etc.
- c) As part of the implementation process of the Marketing, Communication and Public Relations strategy it's imperative that awareness is created on the Oranjemund Town Council's Brand Identity and mandate to deliver inclusive services whilst cultivating citizenry participation for a sustainable and prosperous future. Therefore, the building of the Municipal App will support Council's initiatives to increase citizen engagement, and citizens to have easy access to information and services about OTC and the town development plans.

## **2. PROJECT DESCRIPTION AND PURPOSE**

- a) The purpose of this Expression of Interest is to invite and identify prospective mobile application developers to submit their interest who have the necessary expertise and experience to design, develop, maintain a state-of-the-art mobile application, and deploy an iOS iPhone and Android-compatible application, that meets the unique needs of Oranjemund Town Council. The appointed service provider will be required to build the Municipal App including all the elements that are outlined.
- b) Oranjemund Town Council is committed to providing innovative solutions to our stakeholders, and we recognize the critical role that mobile technology plays in achieving this objective.
- c) Council is seeking for a bidder who can work collaboratively with the Town Council to deliver a high-quality product that enhances our ability to serve our residents and stakeholders effectively. Therefore, Council encourages all eligible bidders to submit their EoI before the indicated deadline of the bid and participate in this exciting opportunity to work with the Oranjemund Town Council.



### 3. SCOPE OF WORKS

Find below outlined features which should be part of the mobile application but should not be limited to the below mentioned:

- a) News and Updates: A section dedicated to the latest news, updates, and announcements from the council
- b) Council documents such as municipal services application forms and also information materials such as brochures about the municipal services.
- c) Emergency (After hour services) contact numbers
- d) Business directory
- e) Google map
- f) Public Notices - Must be able to give Alerts/Push Notification/Instant Messaging/reminders
- g) Events calendar: A calendar showing upcoming events, meetings, and activities organized by the council.
- h) Tab to enable residents to report any interrupted municipal services or illegal waste dumping, pipe burst etc.
- i) Complaint Management System
- j) Governance structures
- k) FAQ's
- l) Integration of Social media links and the OTC website to the Mobile Application.
- m) App settings tab

### 4. HOW TO SUBMIT THE EOI

- a) EOI shall be enclosed in a sealed envelope and shall be marked as “***EXPRESSION OF INTEREST FOR THE DESIGN, DEVELOPMENT AND MAINTENANCE OF ORANJEMUND TOWN COUNCIL MUNICIPAL APP (PROCUREMENT NO.: EOI/ORTC-04/2023/24)***”
- b) The EOI should be accompanied with a statement of relevant financial information provided in the form of Audited Annual Financial Statements of the respondent for last three years, i.e., FY2021-22, FY2022-23 and FY2023-2024.
- c) Certificate of incorporation/ Company registration of the applicant firm, Memorandum and Articles of Association in case of Company/ etc.
- d) **Detailed Project Report (DPR)**
  - i. Provide detailed company profile.



- ii. Provide at least five (5) reference letters based on the experience in designing, developing and implementing the same, or similar, projects as described in the Scope of Work.
- iii. Biographies of company principals and/or leadership as well key personnel who will be directly involved in the creation and administering of the project.
- iv. Provide at least three (3) proof of previously built mobile applications, highlighting the company's ability to deliver the functionality required.
- v. Provide a detailed preliminary project management schedule outlining the designing, development, implementation and conclusion of the project.
- vi. Provide a project budget specifying the overall costs associated with designing, developing, and maintaining the mobile application which should also include training for Council staff and the necessary support services. Therefore, the bidder should also provide a preliminary payment schedule.

## 5. AMENDMENTS

At any time prior to the deadline for submission of EOI, Council may, for any reason, whether at its own initiative or in response to clarifications requested by any Interested Party, modify the EOI document by the issuance of addendum. Any addendum thus issued shall be part of the EOI and shall be posted on the "BIDs" section of OTC's website: [www.oranjemund-tc.com.na](http://www.oranjemund-tc.com.na). Participants desirous of getting notified of such addendum through email may send a request through email to [glennadette.scholtz@ormdtc.com.na](mailto:glennadette.scholtz@ormdtc.com.na) and [head.pmu@ormdtc.com.na](mailto:head.pmu@ormdtc.com.na)

## 6. ELIGIBILITY

- 6.1. The applicant that is under a declaration of ineligibility by the Government of Namibia in accordance with the applicable laws at the date of the deadline for this expression of interest submission and thereafter shall be disqualified.
- 6.2. Applicant shall submit a statement on the past and present declaration of ineligibility, if any, by any local/international agency or termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.
- 6.3. To be eligible to participate in this bid, the following compulsory documents must be submitted:
  - 6.3.1. **An originally certified copy of valid company registration.**
  - 6.3.2. **An original valid good standing Tax Certificate with NAMRA**



- 6.3.3. **An original valid good standing Social Security Certificate with Social Security Commission.**
- 6.3.4. **An originally certified copy of Affirmative Action Compliance Certificate.**
- 6.3.5. **Proof from Employment Equity Commissioner that the applicant is not a relevant employer, or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998.**

**NB: ALL PROPOSALS SUBMITTED BY ELECTRONIC MAIL WILL BE REJECTED.**

## **7. EVALUATION AND SELECTION OF THE BEST PROPOSAL**

- 7.1. Every applicant is expected to submit both the **technical and financial proposal** together with a **proposed partnership agreement** (if applicable), which should be presented to Council on a Microsoft PowerPoint in detail. The presentation date will be communicated.
- 7.2. The applicant/s should comprehensively express its capacity to carry out the project.
- 7.3. Must submit audited financial statement for last three years, FY2021-22, FY2022-23 and FY2023-2024.
- 7.4. Proof of evidence for financial resources inclusive of own funds must be provided as evidence and letter from a financial institution including the amount to be funded.
- 7.5. Applicant/s to indicate previous experience in design, development and maintenance of Mobile App (Council Municipal App) etc., including reference letters to be attached.
- 7.6. Council will assess the proposals based on aspects such as understanding the assignment, relevant experience, expertise, competency, capacity and financial capability.
- 7.7. The terms or reference should be initialed on all pages and be submitted together with the proposal in order to guarantee that the applicant understood the assignment at hand.
- 7.8. If applicable as part of the proposal, applicant is required to prepare and propose a draft partnership agreement that should be presented to Council on the date of the presentation.
- 7.9. The successful applicant will be required to submit a 10 percent performance guarantee within 30 days after award.



## 7.10 EVALUATION AND SCORE RATING SHEET:

CRITERIA DESCRIPTION	SCORING RATING						
	%	0	2	5	7	8	10
	Weight	No response	Poor	Average	Good	Very good	Excellent
Experience in mobile application development (across various versions of Android, iOS & mobile web applications)	25	No information provided	Experience without any track record	2-year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years' experience (proof provided)
Experience in publishing and maintaining applications in the various application stores for Android and iOS	10	No information provided	Experience without any track record	2 year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years' experience (proof provided)
Experience in interactive application UX/UI capabilities and application usability standards	25	No information provided	Experience without any track record	2 year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years' experience (proof provided)
Provide at least five (5) reference letters based on the experience in designing, developing and implementing the same, or similar, projects as described in the 'Scope of Work'.	10	No information provided	Experience without any track record	1 year experience (proof provided)	3 years' experience (proof provided)	5 years' experience (proof provided)	More than 5 years' experience (proof provided)
Provide at least three (3) proof of previously built mobile applications, highlighting the company's ability to deliver the functionality required.	20	No information provided	Portfolio with no evidence	Not applicable	Portfolio includes evidence	Not applicable	Portfolio includes evidence of excellent, high profile attractive and useable applications with similar functionality.
Provide a project budget and payment schedule specifying the overall costs associated with designing, developing, and maintaining the mobile application	10	No information provided	Provided incomplete project budget	Provided complete project budget without payment schedule or Provided complete payment schedule without project budget	Not applicable	Not applicable	Provided complete project budget and payment schedule

## **8. TIMELINE**

The timeline will be discussed with the successful bidder, however, interested bidder to submit a proposed timeline of works to be executed, that is subjected to change on the approval of client (OTC).

## **9. RIGHTS OF A PUBLIC ENTITY**

Please note that Oranjemund Town Council is not bound to select any of the applicants submitting the proposals.

## **10. VALIDITY OF PROPOSAL**

You are requested to hold your proposal valid for 180 days from the deadline for submission of proposals during which period you will maintain without change. The Oranjemund Town Council will make its best effort to finalize the award and the agreement within this period.

## **11. CONTACT PERSON**

Should you have any queries regarding the scope of the proposal, you can contact Ms. Glennadette Scholtz at +264 63 233 500 or email: [glennadette.scholtz@ormdte.com.na](mailto:glennadette.scholtz@ormdte.com.na). All correspondences/ inquiries must be done in writing.

## **12. TAX LIABILITY**

Please note that all financial transactions related to this proposal will be subject to normal tax liability in the Republic of Namibia;

## **13. INSURANCE**

The applicant shall meet the cost of any insurance and/or medical examination or treatment required by him/her within the entire period.

## **14. SUBMISSION OF PROPOSALS**

The proposals from the interested investors shall be submitted in only ONE envelope. The proposals shall be submitted into the bid box on or before: **Monday, 06<sup>th</sup> May 2024 on or before 15H00 at Oranjemund Town Council Head Office bid box.**



**FORM 1**

**PROPOSAL SUBMISSION FORM**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPRESSION OF INTEREST FOR THE DESIGN, DEVELOPMENT AND MAINTENANCE OF ORANJEMUND TOWN COUNCIL MUNICIPAL APP (PROCUREMENT NO. : EOI/ORTC-04/2023/24)**

I/We \_\_\_\_\_ herewith enclose Technical and Financial Proposals for selection as **Mobile App developers** for the EOI bid advertised by Oranjemund Town Council for the design, development and maintenance of the Council Municipal App.

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: \_\_\_\_\_



**FORM 2**

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 3 YEARS**

1. Outline of recent experience on assignments of similar nature: Kindly attach reference letters and reference list.

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

**NB Note: Please attach reference letters from the previous or current clients by way of documentary proof (Issued by the Officer of rank not below that of Manager or equivalent).**