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The Road Fund Administration (RFA) is a statutory organisation, established under Act 18 of 1999 to professionally manage the Namibian Road User Charging System (RUCS) with a view to secure and allocate funding required to achieve a safe and economically efficient road network in Namibia.

REQUEST FOR PROPOSALS: CONSULTANCY SERVICES

1. PRODUCTION OF ANIMATED VIDEO

Procurement Reference No: SC/RP/RFA-08/2018

All bidders are required to provide a minimum of the following services:

- a. Draft a concept development document and script, inclusive of drawing boards and illustrations
- b. Provide narration of the script and production voiceovers
- c. Submit final animated video production

2. PROVISION OF LEGAL SERVICES: LEGAL PANEL

Procurement Reference No: SC/RP/RFA-10/2018

All bidders are required to provide a minimum of the following services:

- a. Specialist legal advice on a range of issues, amongst others being regulatory and labour related, legal opinions, conveyancing.
- b. Legislative drafting services.
- c. Litigation and representation in all Namibian Courts.

Terms of Reference (TOR) documents, can be collected from the RFA's Head Office located at, 21 Feld Street, Windhoek at a non-refundable cost of **N\$100** as from **Tuesday, 15 January 2019**.

Please note that proposals will not be considered unless delivered at the latest by the closing date and time indicated below. It is the responsibility of the potential bidder to ensure that the proposals are placed in the tender box at the RFA by the closing date and time. All technical and financial proposals become the property of the RFA. The RFA reserves the right to reject and/or accept proposals received.

CLOSING DATE FOR PROPOSALS:

Friday, 15 February 2019

CLOSING TIME FOR PROPOSALS:

14:00 pm

DELIVERY ADDRESS:

Procurement Management Unit
RFA Head Office, 21 Feld Street, Windhoek

ENQUIRIES:

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TECHNICAL ENQUIRIES:

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