



## REPUBLIC OF NAMIBIA

### MINISTRY OF JUSTICE AND LABOUR RELATIONS

#### EXPRESSION OF INTEREST (EOI)

Consultancy services for the Guardian's Fund for Master of High Court

The Ministry of Justice and Labour Relations hereby invites interested, experienced and accredited, Namibian owned companies/ consultants in the legal and financial services sector to submit an Expression of Interest for consultancy services to assess (i) institutional governance, compliance, management and operations Guardian's Fund under the Master of the High Court (ii) policy paper development (iii) development of a legal framework for the Guardian's Fund. Interested parties must submit a company profile illustrating adequate capability, capacity and resources to execute this assignment. Joint ventures and partnerships with foreign companies will be allowed provided Namibians have a minimum of 51% participation in these arrangements. However, no third-party, sub-contracting is allowed.

#### **All responses must be accompanied with:**

1. **Two (2)** original or certified copy of written reference letters from clients of prior similar projects successfully completed, including similar scope of work done in past five (5) years, with full contact details on the entity's letterhead, i.e. organisation/company/institution name, contact person (s), phone numbers and email addresses for clarifications purposes.
2. Mandatory Documents in compliance with **Section 50** of the Public Procurement Act, 2015 (Act No 15 of 2015).
  - (a) have a valid certified copy of Company Registration Documents (**Should be in core Business**).
  - (b) have an original or valid certified copy of Good Standing Tax Certificate by NAMRA; (**should be valid upon bid closing date**)
  - (c) have an original or valid certified copy of Good Standing Social Security Certificate; (**should be valid upon bid closing date**)
  - (d) have a valid certified copy of Affirmative Action Compliance Certificate, a confirmation letter from employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, 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; (**should be valid upon bid closing date**)
  - (e) have a certificate indicating SME Status (Optional); (**should be valid upon bid closing date**)
  - (f) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
3. Experience in consulting, project management, proof of relevant qualified and professionals would be an advantage
4. A detailed company profile.

**Shortlisted:** Companies/ bidders would be requested to submit their financial and technical proposal.

## **INSTRUCTIONS:**

Provided you are prepared to comply with the conditions herein, you are invited to submit an Expression of Interest as per the following:

1. Interested companies/ entities should submit their company profiles and requested Information on or before **28 January 2026**, in sealed envelopes addressed to the Secretary: **Procurement Management Unit, Ministry of Justice and Labour Relations, and to be deposited into the bidding box located at the entrance foyer, Tallas Building; Ground Floor; Independence Avenue; Windhoek.**
2. A response to this Expression of Interest will **NOT** be viewed as a contractual commitment but rather an Expression of Interest in the procurement process, whereby shortlisted or pre-qualified consultants/ Bidders in terms of **Section 35 (2)** of the Public Procurement Act, 2015 (Act No 15 of 2015), will be requested to submit their Technical and Financial proposals.
3. Enquiries pertaining to this invitation should be directed to the HEAD of Procurement Management Unit (PMU): **Mr. P. Daniels; Tel. 061-280 5310/ 5340; Cell:081 160 1663; [info.procurement@mojlr.gov.na](mailto:info.procurement@mojlr.gov.na)**

  
Audrin Mathe  
**EXECUTIVE DIRECTOR**

