



GIPF
Government Institutions
Pension Fund

To guard, and to grow.

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TERMS OF REFERENCE (TOR)

RE-ADVERTISEMENT

BID NO. CS/RFP/GIPF-02/2026:

**SURVEY ANALYSIS SERVICE PROVIDER REQUIRED FOR
GOVERNMENT INSTITUTIONS PENSION FUND (GIPF) FOR
THE 2026 TO 2029 FINANCIAL PERIOD**

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1. INTRODUCTION

The Government Institutions Pension Fund (GIPF) is a statutory pension fund that was created by the Namibian Government to provide retirement, death and ancillary benefits to civil servants as well as employees of some state institutions established by Acts of parliament. GIPF is a defined benefit fund that provides guaranteed pension benefits to its members. The benefits are defined in terms of the Rules of the Fund.

2. THE BRIEF IN SUMMARY

The GIPF Corporate Communications and Stakeholder Management Department seeks a service provider to analyse and interpret all internal and external stakeholder surveys conducted for internal and external stakeholder engagement events hosted. The service provider will be required to analyse and interpret quantitative and qualitative data collected through conducted surveys.

3. SCOPE OF THE WORK AND TIMELINES

The Service Provider will be required to deliver on the below listed scope of work.

- a) Analyse qualitative and quantitative questionnaires from collected surveys.
This data may be provided in the form of surveys conducted, in excel sheet format or in word document format.
- b) Produce statistical outputs through graphs, tables, dashboards and charts etc.
- c) Provide reports with interpretations and recommendations based on data findings.
- d) Provide reports no more than 10 working days after surveys are provided

4. PROPOSAL SUBMISSION REQUIREMENTS

4.1 Mandatory Requirements

- a) Instructions to Bidders Form must be completed and submitted together with the bidders' original proposal. **Failure to submit will render bid invalid.**
- b) Original or Certified Copy of Valid Certificate of Good standing issued by NAMRA. **Failure to submit will render bid invalid.**
- c) Original or Certified Copy of Valid Certificate of Good Standing with the Social Security Commission. **Failure to submit will render bid invalid.**

- d) Copy of company's registration certificate issued in terms of section 70 of the Companies Act 2004 (Act 28 of 2004). **Failure to submit will render bid invalid.**
- e) Proof from the Employment Equity Commissioner that the bidder is not a relevant employer as defined in the Employment Equity Act. **Failure to submit will render bid invalid.**

4.2 Technical Requirements

- a) The technical requirements will constitute 80% of the total project evaluation score.
- b) Portfolio of recent work (minimum 3-5 examples)
- c) Reference letters from 3 entities for similar work successfully completed
- d) Detailed proposal with methodology, project timeline, and approach
- e) Team composition and CVs of key and project personnel

4.3 Financial proposal

The Financial Proposal must be submitted as a separate section in the submission and must follow the following framework:

- a) The financial proposal will constitute 20% of the total project evaluation score.
- b) Total Price for the 3-year duration for the delivery of services in respect of survey analysis, inclusive of VAT and in Namibia dollars.
- c) Itemised price per survey analysis cost – provide cost per survey, per event.
- d) Responses - Approximately 50 responses are received from internal stakeholders, whilst external stakeholder survey responses are no more than 150 responses.
- e) Number of Events - The Fund anticipates hosting approximately 50 internal events and 30 external events.
- f) Length of Surveys- Each survey is between 2 to 4 pages of questions (4-6 questions per survey) and answer making the survey responses not more than 4 pages.
- g) Proposed Payment terms and conditions.

5. EVALUATION CRITERIA

Evaluation Criteria	
Mandatory documents	(Y/N) Failure to submit will lead into a disqualification.
Technical Requirements	Weight (%)
Company profile and portfolio	15
Relevant experience and references	15
Technical proposal and approach	15
Skills diversity of creative team	15
Presentation to the Bid Evaluation Committee	20
Financial proposal	20
Total	100

6. INCURRING COST

The Government Institutions Pension Fund assumes no responsibility or liability for costs incurred by the bidder for work performed in the preparation and production of their proposal or for any work performed prior the signing of a contract.

7. ENQUIRIES

For all bid enquiries, contact the following person:

Ms. Julia Shipanga
 Procurement Officer
 T: +264 81 950 7740
 E: jshipanga@gipf.com.na

Business Hours are 08:00 to 16:30 (Monday to Friday).

7. CLOSING DATE AND SUBMISSION OF PROPOSALS

Proposals should be posted or hand delivered in a sealed envelope citing the bid number and detailing the services to be rendered as per details below:

BID NO. CS/RFP/GIPF-02/2026: Survey Analysis Service Provider Required for Government Institutions Pension Fund (GIPF) for the 2026 to 2029 Financial Period

GOVERNMENT INSTITUTIONS PENSION FUND
GIPF House, Ground Floor, Reception
Corner Dr Kenneth David Kaunda and Goethe Street
P.O. Box 23500
Windhoek, Namibia

Proposal deadline is **21 July 2026 at 12:00 p.m.**

No proposals will be accepted after the deadline.
