

TO WHOM IT MAY CONCERN

**EXPRESSION OF INTEREST: RISK MANAGEMENT AND INTERNAL AUDIT SYSTEM
FOR THE FINANCIAL INTELLIGENCE CENTRE**

CLOSING DATE FOR SUBMISSION: FRIDAY, 06 SEPTEMBER 2024

EOI NUMBER: 05/2024 AT 12:00

**YOU ARE HEREBY INVITED TO SUBMIT AN EXPRESSION OF INTEREST FOR THE
PROVISION OF A RISK MANAGEMENT AND AUDIT SYSTEM FOR THE FINANCIAL
INTELLIGENCE CENTRE AS INDICATED HEREIN.**

**ANY INFORMATION CONTAINED HEREIN DOES NOT CONSTITUTE AN EXPRESSED
OR IMPLIED CONTRACT OR OFFER.**

**THE SUBMISSION MUST BE SEALED IN AN ENVELOPE CLEARLY MARKED
"PROVISION OF A RISK MANAGEMENT AND AUDIT SYSTEM FIC" AND MUST BE
HAND-DELIVERED TO:**

**THE BANK OF NAMIBIA
71 ROBERT MUGABE AVENUE
WINDHOEK**

Yours sincerely,



**David Kambinda:
Deputy Director: Procurement & Facilities Management**

1. INTRODUCTION

The Financial Intelligence Centre (hereafter referred to as the FIC) has the intention to acquire a Risk Management and Internal Audit system.

2. REQUIRED ATTRIBUTES OF THE SYSTEM TO BE PROVIDED

- a) Strong data security and privacy capability
- b) Ability to integrate seamlessly with other enterprise systems
- c) Ability to automate the risk management process, from identification to reporting
- d) Scalability: The system should be scalable to accommodate growth and changes in the organization's risk landscape and internal audit requirements
- e) Incident Management: Tools for managing and tracking risk incidents and issues, including follow-up actions and resolution tracking
- f) Risk Dashboard: A centralized dashboard to provide an overview of risk metrics, key performance indicators (KPIs), and key risk indicators (KRIs).
- g) Audit Workflow Management: Automated workflows for audit planning, execution, and reporting to increase efficiency and reduce manual effort. Ability to assign and track tasks, deadlines, and responsibilities within the audit team.
- h) Control Testing: Features to assist in testing and evaluating the effectiveness of internal controls
- i) Customizable Reports: Ability to generate detailed and customizable reports on audit findings, issues, and recommendations.
- j) Visual dashboards that provide an overview of audit status, key metrics, and areas of concern.
- k) Team Collaboration: Features that facilitate communication and collaboration among audit team members, including document sharing and messaging. Ability to communicate audit findings and progress to stakeholders within the organization.

- l)** Inbuild-data-analytics module that will enable the team to analyse data for internal audits and risk management.
 - m)** Continuous monitoring of transactions and controls with automated alerts for anomalies.
 - n)** Ability to schedule regular data analysis tasks and batch processing of large datasets.
 - o)** The users on the system are required to be 7 for all the modules.
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3. DOCUMENTS TO BE SUBMITTED WITH EXPRESSION OF INTEREST

Interested members of the public are invited to submit the following information in addition to the information related to the attributes of the system and price information:

- 3.1. the date and place of incorporation of the business;
- 3.2. its main business;
- 3.3. the Memorandum and Articles of Association;
- 3.4. List of previous contracts and references
- 3.5. full details of directors and/or beneficial owners, especially substantial shareholders who own more than 10% of shares;
- 3.6. full details of the business' recognized auditors and/or accountants;
- 3.7. a certified copy of a certificate (not older than 6 months) indicating that the Company is a registered employer at the Social Security Commission; and
- 3.8. a certified copy of a certificate issued by the Namibia Revenue Authority (not older than 6 months) indicating that the Company is a taxpayer in good standing.
- 3.9. Preference will be granted to BEE accredited Service Providers and proof of NPPC certificate and/or ownership should thus be submitted with the proposal.
- 3.10.A Supplier Registration form should be completed and submitted with the requested supporting documentation.
- 3.11. Proof of submission of Ultimate Beneficial Ownership (UBO) information to the Business and Intellectual Property Authority (BIPA).

4. PAYMENT

The Bank will settle all payments within 30 days after the invoice date. The Service Provider should ensure that all invoices are attached to the statement and payment certificates prior to submission.

5. CONTRACT

The procedure will conclude with the signature of a Service Level Agreement covering the works included in the specifications.

6. SUBMISSION OF PROPOSAL

Service Providers should submit their proposal with itemized costs VAT inclusive. Submissions shall be hand-delivered in a sealed envelop which shall be clearly marked:

EXPRESSION OF INTEREST: PROVISION OF A RISK MANAGEMENT AND INTERNAL AUDIT SYSTEM.

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