

PROCUREMENT REF. NO. SC/RP/RFA – 04/2022

Consultancy Services for Public Stakeholder Consultations in the RFA Tolling
Program Notice to Tenderers No.1

This Notice to Tenderers No. 1 forms an integral part of the bid/ tender SC/RP/RFA – 04/2022 documents and takes precedence.

Tenderers are required to acknowledge receipt of this Notice to Tenderers No. 1 in writing on the attached Acknowledgement of Receipt form via sending an email to procurement@rfanam.com.na.

NOTE:

This notice serves as a clarification on the questions received from potential bidders as at 5th August 2022 and serves as response to said questions.

NB: A signed copy of this notice must be attached in the bid which you submit on the closing day of this tender.

QUESTIONS:

Question 1

We kindly appreciate your input in sending a Job Description for each of the positions mentioned in the tender request to provide suitable candidates accordingly.

Team Leader
Media strategist
Engagement facilitator
Researcher

RFA Response

The consultancy team is expected to employ a team composed of the disciplines listed above and it is not for the RFA to provide jobs or job descriptions of the listed disciplines.

Question 2

Out of Pocket Expenses

Can you indicate to us which towns and villages has been selected for the activity, in order for us to determine distance?

RFA Response

Bidders should provide their out-of-pocket expense rates, i.e., day rates, rate per km, etc. irrespective of which towns.

Question 3

Per Diem

How many days are needed for the consultant to be on the office and the field to determine our per diem.

RFA Response

Bidders should provide their per diem rate only.

Question 4

Researcher

Please indicate to us in what field must the researcher be qualified

RFA Response

Socio-economic research or any other discipline that would assist in providing answers to the questions raised by stakeholders. Issues raised can range from religious to financial and everything in between. Thus, bidders must have the capacity to research these issues and propose credible responses.

Question 5

How many staff members must be trained, and will you carry the cost of training venue and refreshments?

RFA Response

The training is optional, depending on the approach bidders choose. Should the bidder choose to include training in their proposal, the relevant rates (venue, etc.,) for training will be required.

Question 6

We would like to understand with regards to partnership and venture with local and international consultancies firms. It is allowed in this tender? We are a local consulting firm but we want to bring in and partner with an international consulting firm to bid together for this project.

RFA Response

Bidders may partner with whomever they want in order to insource the necessary skills and tools required for this bid. In which case the bidder must include the relevant documentations needed in the evaluation of such partnerships. However, the RFA is looking for local consultants with local stakeholder consultation experience in Namibia and thus the scoring rubric rewards bidders with greater Namibian composition.

ACKNOWLEDGEMENT OF RECEIPT FORM
OF
NOTICE TO TENDERERS NO. 1

Consultancy Services for Public Stakeholder Consultations in the RFA Tolling
Program
Procurement Ref. No. SC/RP/RFA – 04/2022

I herewith acknowledge receipt of this Notice to Tenderers No. 1 for the above-mentioned bid/tender.

Received via:

Facsimile

E-mail

Other _____

Name of Authorized Tenderer's Representative

Signature of Authorized Tenderer's Representative

Name of Company/Tenderer

Date