

Procurement Reference No: G/RFQ/RFA – 15/2022

Procurement of Corporate Gifts for the RFA

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### NOTICE TO TENDERERS No.1

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This notice to Tenderers No. 1 forms an integral part of the bid/ tender G/RFQ/RFA – 15/2022 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](mailto:procurement@rfanam.com.na).

#### NOTE:

This notice serves as a clarification on the questions received from potential bidders on 10<sup>th</sup> August 2022.

NB: A signed copy of this notice must be attached to the bid document which you submit on the closing day of this tender 12 August 2022 at 15h00.

#### QUESTIONS:

##### Question 1

What branding is required on these items and how many colours in the Logo?

##### RFA Response

1. All listed items have branding specifications and guidelines as stipulated by the supplier. Two colour or one-colour logo will apply according to the type of item.
2. NB. Full RFA colour logo should be used where possible.
3. Please see attached to this email the RFA logos.
4. The service provider must look up the branding specifications listed under the items on whatever resource use, i.e., a catalogue or the internet. The best possible branding option is provided by the supplier.
5. The best possible branding option should be selected for each item e.g., embroidery on golf shirt/t-shirts etc.

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ACKNOWLEDGEMENT OF RECEIPT FORM  
OF  
NOTICE TO TENDERERS NO. 1

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

Received via:

Facsimile

E-mail

Other  \_\_\_\_\_

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Name of Authorized Tenderer's Representative

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Signature of Authorized Tenderer's Representative

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Name of Company/Tenderer

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Date



**RFA**  
**Road Fund Administration**



**RFA**