

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

Consultancy Services for Public Stakeholder Consultations in the RFA Tolling Program

NOTICE TO TENDERERS No.2

This notice to Tenderers No. 2 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. 2 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 9th 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 7

It is on the development of marketing/ media material. This is included as one of the deliverables but under the scope of work, they mention that it's excluded and will be separately procured. Some clarity on that would be great. Can you please give more guidance on this?

RFA Response

The development of marketing material is excluded from this bid.

Question 8

Who will be the key participants in the project at RFA and government levels? To what extent and frequency does the RFA wish to involve them for this project?

RFA Response

From the RFA side, kindly note that the Executive: Programme Management, Policy and Advice, the Senior Engineer and the Divisional Administrative Assistant will be fully involved with this project.

The RFA is an autonomous institution, thus at this point we confirm that the involvement of government in this project is limited to that of government being a stakeholder of the RFA.

Question 9

Who will be communicating about the project to the press and media (e.g. on newspapers, TV channels, radios, etc...) if this is needed? Is it expected that the consultancy will be in charge of this?

RFA Response

The consultants will not be communicating with the media, this will be done by the RFA as per the RFA Communication Policy, with the expert guidance from the Consultancy which will assist in the crafting of responses and communication.

Question 10

Who will be communicating about the project to the political parties if this is needed? Is it expected that the consultancy will be in charge of this?

RFA Response

The RFA will provide the necessary feedback to the stakeholders including political parties, with the expert guidance from the Consultants in crafting the responses.

Question 11

Can we assume that all the work, interactions and deliverables will be in English? If there is a need to translate some pages into other, local, languages, will the RFA assume that responsibility?

RFA Response

Yes, you may assume that all interactions will be in English and any additional translation services will be for the RFA's account.

Question 12

We would like to suggest the deliverables to be in Microsoft PowerPoint format. Is it acceptable for the RFA?

RFA Response

Microsoft PowerPoint is acceptable to the RFA.

Question 13

Is the October 2022 - March 2023 timeline mandatory or indicative?

RFA Response

It is mandatory.

Question 14

To what extent will the RFA be interested in having a team that has expertise in tolling and in particular in previous implementations of tolling in other countries? This does not appear as a selection criterion but appears to us as essential for the success of the project.

RFA Response

Tolling expertise is not required, emphasis is placed on stakeholder engagement expertise in Namibia.

Question 15

Is there a maximum budget set for this project? If so, what is it? It is important for us to know us to understand the limits of the proposed advisory engagement.

RFA Response

N\$3 million.

Question 16

Can the RFA please confirm that any advertising or communication budget will be assumed by the RFA directly?

RFA Response

The RFA can confirm that advertising and marketing costs are not part of this assignment and will be procured separately.

Question 17

Given your eligibility requirements, is an application by a foreign firm possible?

RFA Response

This procurement is limited to Namibian entities.

Question 18

Regarding the Technical Proposal and the Financial Proposal, is the bidder allowed to use its own format (provided it contains the information requested by the RFA)?

RFA Response

Own format is acceptable, provided it contains the same information.

Question 19

What is the extent of this project? Have certain areas (road districts or regions) or specific roads been identified for this tolling program or is it applicable to the entire road network of 48,875 km? (5,007 km are classified as trunk roads (bitumen), 11,357 km as main roads (bitumen, gravel or salt), 31,190 km are district roads (bitumen, gravel or salt)).

RFA Response

21 Roads have been identified for tolling, covering 904km of paved roads.

Question 20

Have any locations for possible toll gates been identified/considered by the RFA?

RFA Response

The exact location of the toll gates have not been identified at this stage, only the roads that can be tolled have been identified.

Question 21

Stakeholder engagement/public consultation - is a formal process required or would informal discussions and/or surveys (online and/or face-to-face) suffice?

RFA Response

This is a formal public consultation process and alternative engagements will not suffice.

Question 22

Are there existing databases with road user information that we can use in our proposal?

RFA Response

No, there are no publicly available road user databases.

Question 23

Are there any previous studies on road tolling in Namibia that will be made available to the consultant?

RFA Response

The feasibility study is still confidential at this stage and will only be shared with the successful bidder.

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ACKNOWLEDGEMENT OF RECEIPT FORM
OF
NOTICE TO TENDERERS NO. 2

I herewith acknowledge receipt of this Notice to Tenderers No. 2 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