

# Provision of Cleaning Services to RFA Head Office both at No. 19 & No. 21 Feld Street, Windhoek

**Procurement Reference No: NCS/ONB/ RFA -01/2022**

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## **Notice to Bidders No. 3**

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This notice to Tenderers No. 3 forms an integral part of the bid **NCS/ONB/ RFA - 01/2022** documents and takes precedence.

Bidders are required to acknowledge receipt of this Notice to Bidders No. 3 in writing on the attached Acknowledgement of Receipt form via sending an email to [procurement@rfanam.com.na](mailto:procurement@rfanam.com.na).

### **NOTE:**

- a. Bidders are reminded as per notice posted on the RFA website, that this bid will close by no later than **11H00 on Tuesday, 25<sup>th</sup> April 2023**.
- b. This notice serves as a clarification of the questions received from potential bidders at the bid clarification meeting, which was held on 14<sup>th</sup> March 2023, as well as subsequent requests for clarification received thereafter via email.
- c. Note further, that after receipt of **Notice to Bidders No. 3**, some bidders who have already submitted their bids into the RFA bid box, may wish to collect those bids for amendments/modification, however, said modifications are subject to **Section 48 of the Public Procurement Act (Act 15 of 2015)**, which provides that a bidder may modify, substitute, or withdraw its bid after submission, where the written notice of the modification, substitution or withdrawal is received by the public entity before the deadline for the submission of bids (namely, before 11H00 on Tuesday, 25<sup>th</sup> April 2023).
- d. **NB: A signed copy of this notice must be attached to the technical proposal which you submit on the closing day of this bid.**

## **QUESTIONS:**

### **Question 1**

There may be a discrepancy between SECTION III BDS clause 18 (page 25) and SECTION 2, Evaluation Criteria (page 26), regarding the submission of original documents and copies. Please can you clarify the correct submission requirements?

### **RFA Response**

Kindly submit one (1) original bid document, as well as three (3) copies. This is an ONB, meaning that the Technical and Financial are one holistic document.

### **Question 2**

Additional requirements on page 30, under Section III, Evaluation Criteria, mandatory check list table, are mandatory?

### **RFA Response**

The items listed as “Additional requirements” under the mandatory table are not mandatory. Meaning that they are not considered disqualification.

They do however carry technical evaluation points/ scores. More specifically Point 10 of the reference letters.

### **Question 3**

Reference to PAGE 30, we were informed of an amendment to the human resources required, specifically increasing the number of rotational cleaners from six to nine. Can you kindly confirm this amendment?

### **RFA Response**

The cleaners are expected to work in 2x 4-hour shifts per day.

The RFA requires a total number of nine (9) rotational cleaners per shift.

The nine (9) cleaners will be divided up to serve both at No. 19 & No. 21 Feld Street per shift.

The cleaners will be required every day from Monday to Friday as follows:

**Shift 1** – 07H00 until 11H00

**Shift 2** – 11H00 until 15H00

#### **Question 4**

There are differing starting times for cleaning on pages 30 and 31. May you kindly clarify if the correct starting time is 6:00 am or 7:00 am.

#### **RFA Response**

The cleaners are expected to work in 2x 4-hour shifts per day.

The RFA requires a total number of nine (9) rotational cleaners per shift.

The nine (9) cleaners will be divided up to serve both at No. 19 & No. 21 Feld Street per shift.

The cleaners will be required every day from Monday to Friday as follows:

**Shift 1** – 07H00 until 11H00

**Shift 2** – 11H00 until 15H00

#### **Question 5**

Regarding PAGE 33, Section 9.1, please confirm if the contractor is responsible for providing cleaning soaps and detergents.

#### **RFA Response**

No. The RFA is responsible for cleaning materials and chemicals. However, the Bidder is responsible for providing of cleaning equipment.

#### **Question 6**

Section 10.1 refers to the provision of safari suits. May you please provide further input on the nature of safari suits and whether their provision is mandatory?

#### **RFA Response**

Safari Suits is a set of uniform in that make. They are more durable. They are however not mandatory. Alternative uniform forms may be used.

#### **Question 7**

With respect to PAGE 35 and the Activity Schedule, there appears to be a discrepancy in the calculation of the contract price. The contract price is stated to be the total inclusive of VAT multiplied by the number of months for the complete contract period, yet the amount to be provided was also mentioned as per cleaner for the nine staff required by the contract. Please clarify where the 'total contract price' should be indicated by the bidder or whether it will be calculated by the Bid Evaluation Committee ?

#### **RFA Response**

Hourly Rate X 15% = Total Rate

Thus

Total Rate X average 25 days = Total monthly

**Question 8**

Concerning PAGE 40, the Evaluation Criteria Section 3 refers to the submission of five reference letters from the period 2017-2022. However, the maximum point allocation of 25 points corresponds to 7+ years of experience, which falls outside the specified time period of 2017-2022 (rather starting from 2016). May you kindly provide clarification on the appropriate time period for reference letters, that may be inclusive of all different categories of point allocation?

**RFA Response**

Minimum 5 reference letters for the period of (2016 -2023)

Further, the reference letters must indicate the number of years with similar works. The years are accumulative from the letters submitted.

**Question 10**

Is the pre-bid meeting compulsory?

**RFA Response**

It is not compulsory.

Procurement Ref. No. Procurement Reference No: NCS/ONB/ RFA -01/2022

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**ACKNOWLEDGEMENT OF RECEIPT FORM  
OF  
NOTICE TO BIDDERS NO. 3**

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I herewith acknowledge receipt of this **Notice to Bidders No. 3** 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