

Provision of General Building Maintenance and Minor Works at RFA (various remote sites)

Procurement Reference No: W/ONB/RFA/01/2022

Notice to Bidders No. 3

This Notice to Bidders No. 3 forms an integral part of the bid **W/ONB/RFA/01/2022** documents and takes precedence.

Bidders 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:

- a. Bidders are reminded as per notice posted on the RFA website, that this bid will close by no later than **11H00 on Tuesday, 25th 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 14th 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, 25th 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

What document to be used for domicile?

RFA Response

Documents such as, municipal bill from that specific town, municipal fitness certificate from the respective town and/or settlement area.

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

What are the minimum reference letters?

RFA Response

For **Lot A** 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.

For **Lot B** minimum 3 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 4

Are bidders allowed to site visit the premises?

RFA Response

Site visits were already provided for from the period when the bid was first advertised in February, up until 14th March 2023. Nevertheless, on the RFA's discretion, bidders may yet again conduct additional site visits on **Thursday, 6 April 2023, from 11:00 – 13:00** bidders are welcome to visit the RFA office sites across the country, provisions have been made with the respective supervisors and/or representatives who will assist with the site visits.

Question 5

What types of work will be expected from the successful bidder?

RFA response

Bidders will be required to provide general maintenance works including corrective maintenance as well as preventative maintenance according to the RFA maintenance plan (to be shared with the successful bidder). Said maintenance may include general repair of wear and tear of both the RFA and Roads Authority head offices, and will be dealt with on a case-by-case basis.

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

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