
Procurement of Travel and Accommodation Services for the RFA for a Period of Three (3) Years

Procurement Reference No: NCS/ONB/RFA-04/2025

Notice to Bidders No. 1

This Notice to Bidders No. 1 forms an integral part of the bid **NCS/ONB/RFA-04/2025** documents and takes precedence.

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

NOTE: This notice serves as a response to the questions raised during the bid clarification meeting which took place on 27th January 2026 via MS Team, as well as a follow-up question received after the meeting.

NB: A signed copy of this notice must be attached to your bid which you submit on the closing day of this bid, namely **Friday, 20th February 2026 by no later than 11H00.**

IMPORTANT CONSIDERATIONS FOR THIS BID FROM THE RFA

1. The procurement is an **open national bid**, with a preference for Namibian nationals in terms of section 29 (1) of the Public Procurement Act of 2015 as amended, which states:

(1) A public entity may limit participation in open-advertised bidding proceedings(

a) to **Namibian citizens**; or

(b) to

i. an entity incorporated or **registered in Namibia** in terms of the company or close corporation laws of Namibia;

ii. a cooperative **registered under the laws regulating cooperatives in Namibia**;

iii. a trust **registered under the laws regulating trusts in Namibia**; or

iv. a partnership or a joint venture or similar arrangement,

in which **Namibian citizens own 51 per cent equity.**

2. The technical and financial evaluation requirements include a scoring breakdown (technical 70 points, financial 30 points), and the minimum qualifying score is (49/70) at the technical evaluation to proceed to the financial evaluation.
3. The financial proposal must consist of service fees for three years, for booking of air travel, accommodation, car hire, transfers, shuttle services, insurances and other services/fees applicable.
4. Bidders should take note that on page 22, Bidding Data Sheet (BDS), ITB 9.2 and 19.1, the RFA expects the bids to be submitted as One (1) Original and Two (2) copies , and not three copies.
5. All eligibility requirements apply in equal measure to each and every partner in a partnership or a joint venture or similar arrangement pertaining to this bid.

QUESTIONS

Question 1

We are an international company, So when that clause you mentioned at the start of the meeting, that preference is given to the Namibian companies in which Namibian citizens own 51% equity. We are 100% compliance travel management company, with all the required mandatory documentations but our shareholders are not Namibian nationals. Are we eligible or not?

RFA Response

Please refer to item 1 as noted in the **Important Considerations for this bid from the RFA** paragraph above. Also take note, that this requirement has been stipulated in the bidding document on page 5, ITB item number 4.1, as well as on page 48 regarding method of procurement.

Question 2

Regarding the Joint Venture, if the international company joint venture with Namibian company, would that work?

RFA Response

Please refer to item 1 as noted in the **Important Considerations for this bid from the RFA** paragraph above.

Question 3

Are we allowed to talk to other bidders?

RFA Response

Bidders are permitted to form Joint Ventures, or partnerships for purposes of submitting a bid, provided that such arrangements are clearly disclosed in the bid submission and comply with all the requirements of eligibility and bid document. Bidders are advised not to engage in any form of collusion, in compliance with Section 64 of the Act.

Question 4

Is there preference for companies that have been doing this for a longer time instead of companies that just started recently?

RFA Response

No preference is given based on the length of time a business entity has been in operation. The experience of the bidder and the proposed key personnel will be evaluated and scored strictly in accordance with the evaluation criteria as set out in the bidding documents..

The experience of the bidding entity and the proposed key personnel will be evaluated separately and scored in accordance with the technical evaluation criteria as set out in the bidding documents.

Question 5

It is noted that the number of years a company has been in operation is listed as one of the requirements. Kindly clarify whether the professional experience of the account manager or lead consultant is also taken into consideration. In certain cases, a company may have been established for less than three (3) years, while the owner/consultant possesses over twenty (20) years of relevant industry experience.

RFA Response

The number of years a company has been in operation, and the professional experience of the proposed key personnel (including the account manager or lead consultant) are both assessed and scored as part of the technical evaluation, in accordance with the evaluation criteria set out in the bidding documents.

Bidders must note that all points accumulated are based on the information provided by the bidders.

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**ACKNOWLEDGEMENT OF RECEIPT FORM
OF
NOTICE TO BIDDERS NO. 1**

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

Received via:

Facsimile

E-mail

Other _____

Name of Authorized Bidder's Representative

Signature of Authorized Bidder's Representative

Name of Bidder

Date