



BID CLARIFICATION QUESTIONS & ANSWERS REPORT

Project Name: Request for Proposal to provide consultancy services to develop off-grid electrification regulations.

Procurement Reference number: CS/RFP/ECB-2022/23-03-DOGER-RSS

Procurement method used: Open Bidding

Date of invitation of bids: 21 October 2022

Closing date for submission of bids: 21 November 2022

The due date for enquiries related to the Terms of Reference (ToR) of the abovementioned tender ended on **2 November 2022** as per the RFP document page 3 under **ENQUIRIES**. As per our Terms of Reference we are required to send out a consolidated Question and Answers response to all those that have requested for the RFP. The ECB received fifteen (15) questions as indicated below:

Question 1

Are you able to accept email submissions? I ask as this would be our preferred option as otherwise, we need to consider the time required to courier documents to you and we have found couriers to still be subject to delays, presumably due to covid related problems occurring at various airports.

Answer

No email submissions will be accepted. Submission of Bids is as per **Section 1 3(a) and (b)** of the RFP document. Sub-section 3(b) states: Bids must be submitted in the prescribed response format, herein reflected as Response Format.

Question 2

I have one administrative question regarding the presentation of certified copies of items, for example “certified copies of qualifications” (page 10) and certified bid (page 4 item 4 c). In Mexico, where our company has its

head office, the legal representative of the firm is able to certify items such as academic qualifications and the experience of the company and its employees and this procedure has been accepted by the World Bank and AFDB in other work which we have done in Africa. Please could you confirm this would also comply with your requirements.

Answer

Yes, that will comply with our requirements. Certified bid documents will be treated in accordance with Section 8(a) of the RFP document which confirms that “requirements in (ii) – (iv) are not mandatory to foreign companies, but they may submit documents that are equivalent to those that are required in Namibia.

Question 3

Section-1 Bidding Information Cl. 10.2 Technical Criteria, Relevant Experience and Past Performance: Total years of Experience of Key Personnel (Brief CVs and certification of qualifications to be submitted) – Weight 25%, Personal qualification and relevant experience -Weight 15%, In our view, the qualification at first bullet shall refer to the organisation and not the Key Personnel. Please confirm.

Answer

Affirmative. Kindly ensure to submit all required documents thereto given the importance of relevant experience, past performance and personnel qualifications during bid evaluation, and the considerations outlined under 10.2 (c) which reads: “In addition, the successful service provider will also be evaluated on the following criteria:

- iv. its demonstrated understanding of the ECB and Electricity Supply Industry.
- v. its strategic approach to the project.
- vi. its innovative ability.
- vii. professionalism and its ability to deliver on time and within budget.”

Question 4

Affirmative Action – Weight 10%, Considering that AA certification does not apply to international firms, can we satisfy this criterion with a Namibian partner firm?

Answer

Affirmative, provided the Namibian partner has AA Certification.

Question 5

Section -2 ToR Cl. 3.2, Gap Analysis – 14 nos. meetings in all regions of countries,

- **Are these meetings proposed in in-person format or virtual format?**
Answer: In-person format. However, a hybrid arrangement will add value and enable the ECB and the consultant to reach a wider audience.
- **Who are the expected participants for these meetings?**

Answer: ECB representatives, government representatives, traditional authority representatives, government institutions, regional councils, local authorities, business representatives, distribution licensees and the general public.

- **What are the expected no's of participants?**

Answer: Attendance will differ from region to region, but the ECB envisages to target at least 30 participants at each meeting.

- **What is the expectation level of the venue (4 star/ 5-star hotel) and other expectations (Lunch/ Booklets/ Kits, etc)?**

Answer: Since the meetings will be a half-day event inclusive of a tea-break and lunch, securing a below 4-star establishment with satisfactory meeting/workshop facilities will be in order.

Question 6

Section -2 ToR Cl. 5, Reference Documents:

There are several Reference documents required to be studied – Can the expert be provided with copies of the same in English in case not available in the public domain?

Answer

All reference documents are available on the ECB website. If any of the documents are not available, the ECB will make those documents available upon request.

- **Also, several stakeholders need to be engaged Can we expect a Letter of Support for efficient engagement & support from stakeholders?**

Answer

Yes, the letter will be provided to the successful bidder.

Question 7

Section -2 ToR Cl. 7, Expertise Required:

- **Please provide detailed information on Team Composition and the qualification of experts.**

Answer

Section 7 of the RFP is clear on the expertise required. As such, compilation of the team must consider the key areas listed (7.1 – 7.9) including amongst other expertise in:

- a. Electricity Supply Industry, with proven track record in energy sector development,
- b. Rural electrification research and development, and
- c. Development of policies and regulations.

- **Can expert requirements be segregated into International & National Experts.**

Answer

Yes. That will enrich your proposal and the consultancy in particular.

- **Annexure 1: Cl. 1 Bid Price – Prices to be quoted in Namibian Dollar
Can we quote in US Dollars?**

Answer

No. All fees must be quoted in Namibian Dollars and inclusive of VAT. You are advised to comply fully with the requirements of Annexure 1: Bid Price. You are also reminded of the specification stipulated under 7(a) in the RFP document.

Question 8

Section 3: Annexures Annexure 1: Cl. 7 Payment Milestone Draft Report 40% Final Report 60%:

Propose for revision as below:

- **On signing the contract: 20%**
- **Gap analysis report: 20%**
- **Draft Report 30%**
- **Final Report 10%**

Answer

The ECB note your suggestion and it can be discussed during the inception meeting if your consultancy is awarded the tender, and included in the contract to be entered into between the ECB and your entity.

Annexure 2: Price Declaration Form - The price offered needs to be kept open for 180 days, Request the price offered to be kept open for 90 days.

Answer

The ECB notes your suggestion.

Question 9

General, Hard copy submission - Considering the delays that may be caused by courier services, request for acceptance of scanned copies of certified documents that can be printed at the local partner office and submitted in hard copy. Kindly Confirm.

Answer

As responded in Question 1, submission of Bids is as per **Section 1 3(a)** and **(b)** of the RFP document. Sub-section 3(b) states: "Bids must be submitted in the prescribed response format, herein reflected as Response Format." Your entity and its Namibian partner are advised to pay attention to the provisions cited, in the preparation and handling of bid documents, including scanned copies of certified documents.

Question 10

Page 6 – Section 8. a) – Last paragraph

For foreign companies, kindly confirm the requirement in relation to the company registration certificates. Will an uncertified copy of the company registration certificate suffice? If the company registration would need to be certified, can these be certified as a true copy by the authorized representative?

Answer

As responded in Question 2, certified bid documents will be treated in accordance with Section 8(a) of the RFP document which confirms that “requirements in (ii) – (iv) are not mandatory to foreign companies, but they may submit documents that are equivalent to those that are required in Namibia.” These include documents certified by a Certified Commissioner of Oath.

Question 11

Page 7 – Section 9.1 a) v

Please confirm if foreign companies are required to submit: 1) Company Registration Certificate from BIPA, 2) Original Good Standing Tax Certificate, 3) Original Good Standing Social Security Certificate, 4) Certified Copy of Affirmative Action Compliance Certificate/Exemption Issued by Employment Equity Commission. Or are these documents only required from local companies?

Answer

The Namibian partner must submit the documents that are specific to Namibia and the relevant company registration documents for foreign companies will be acceptable.

Question 12

Page 10 – Section 10.2 b) Criteria

Please confirm the requirement for certified copies of qualifications of Key personnel. Does this entail a copy of the degree certificate? Would these documents need to be certified by the authorized representative?

Answer

Yes, a copy of the degree certificate and all other relevant qualifications of the key team members must be certified and submitted. As advised in Question 3, kindly ensure to submit all required documents given the importance of relevant experience, past performance and personnel qualifications during bid evaluation.

Question 13

Page 10 – Section 10.2 b) Criteria

Please confirm the requirement for record of previous work done Key personnel. Does this entail providing information on all relevant projects to be provided as part of the curriculum vitae?

Answer

As advised in Question 2, Section 9.1(c) provides guidance in that “the prospective service provider must support the Approach and Methodology used with experience on similar assignments, stating references of such institutions. This should indicate the prospective service provider’s knowledge, experience, and interpretation of this assignment.” Also consider the guidance provided in Question 3 regarding the importance of relevant experience, past performance and personnel qualifications during bid evaluation.

Question 14

Page 10 – Section 10.2 b) Criteria

If the consortium consists only of foreign companies, please confirm if providing a “Skills Transfer Plan” or having a Namibia-based expert in the team will be sufficient to get 10% under the requirement of “Namibian component and skills transfer”.

Answer

Yes, that will be sufficient. The foreign entity must be in a Joint Venture or partnership or consortium with a local company.

Question 15

Page 10 – Section 10.2 b) Criteria

Please confirm the equivalent document that can be provided by a foreign company to comply with the requirement for “Affirmative action”.

Answer

As responded in Question 11, the Namibian partner must submit the documents that are specific to Namibia and the relevant company registration documents for foreign companies will be acceptable. As such, the local company must submit the AA Certification.