BID CLARIFICATION QUESTIONS & ANSWERS REPORT

Project Name: RFP: Review of the Namibia Electricity Supply Industry Distribution Infrastructure Standards – Ref. CS/RFP/QCBS/ECB/2026-27-02

Procurement Reference number: Ref. CS/RFP/QCBS/ECB/2026-27-02

Procurement method used: RFP Bid

Date of Invitation of Bids: 15 September 2026

Closing date for submission of bids: 15 October 2026

Dear Prospective bidders

The due date for enquiries related to the TOR document will end on 01 October 2026, 12h00.
as per the Terms of Reference document, we are required to send out a consolidated Question and answers response to all those that have received the TOR.

ECB has received the following questions a and hereby answers indicated below:

1. **Use of the prescribed Standard Bidding Document**

We note that the Electricity Control Board is a public entity subject to the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended, and the applicable Public Procurement Regulations. Section 43(1) of the Public Procurement Act requires public entities to use the appropriate standard bidding documents prescribed for the relevant procurement. However, the RFP issued for this procurement appears to be a customized or streamlined document rather than the prescribed Standard Request for Proposals applicable to consultancy services. The document itself describes the RFP as a "streamlined RFP" containing selected instructions, evaluation rules, scope, forms and contract provisions.

Kindly clarify the legal basis upon which the ECB has departed from the prescribed Standard Bidding Document, and whether the necessary approval for such departure or modification was obtained, where applicable. We raise this because the requirements of section 43(1) should not be regarded as merely cosmetic or administrative. Standardization supports, among others, the object of the Act under section 2(a)(i), which seeks to harmonize procurement policies, systems and practices applicable to public entities.

Question 1 A:

Please find the revised bid document in replacement of the previously issued bid documents.

2. **Procurement Reference Number**

The procurement reference number appearing in the bidding document is: CS/RFP/QCBS/ECB/2026-27-02. Our understanding is that procurement reference numbers under the public procurement framework are generated according to the prescribed coding convention, reflecting the procurement category, procurement method, public entity abbreviation, procurement number and procurement year. Kindly clarify how the reference number CS/RFP/QCBS/ECB/2026-27-02 was generated and whether it conforms to the prescribed procurement reference-number format applicable to public entities.

Question 2 Answer:

Thank you for bringing this matter to our attention.

We acknowledge that the procurement reference number **CS/RFP/QCBS/ECB/2026-27-02** appearing in the previously issued bidding document was incorrect. We apologise to all bidders for this error and any confusion it may have caused.

The reference number has now been corrected to **Ref: SC/RP/02–2026/2027**, and this correct procurement reference number is also reflected in the newly issued bidding document. Bidders are kindly requested to use the corrected reference number in all subsequent correspondence and bid submissions relating to this procurement.

3. **Standard Instructions to Consultants and Bid Data Sheet**

We note that section 2 of the RFP contains customized “Instructions to Consultants.” However, the document does not appear to incorporate the standard Instructions to Consultants together with the corresponding Bid Data Sheet (BDS)/Special Instructions ordinarily forming part of the prescribed Standard Request for Proposals. The standard ITC and BDS serve an important function in establishing the general rules governing the procurement process and particularizing those rules for the specific procurement. These provisions provide bidders with a common framework concerning proposal preparation, clarification, submission, opening, evaluation, negotiation and award. Kindly clarify whether the prescribed Instructions to Consultants and Bid Data Sheet form part of another document that should accompany this RFP. If not, kindly clarify the basis upon which the standard provisions have been omitted, modified or replaced by the customized provisions contained in the RFP. This clarification is particularly important given that the RFP expressly states that the procurement is being conducted under the Public Procurement Act, 2015 and the Public Procurement Regulations, 2017.

Question 3 Answer:

Please find the revised bid document in replacement of the previously issued bid documents.

4. **“Internal Use Only” designation**

The cover page of the RFP is expressly marked “INTERNAL USE ONLY”, notwithstanding that the document has been issued to prospective consultants for purposes of participating in a competitive procurement process. Kindly confirm whether the document circulated is the final and official version intended for use by prospective bidders, or whether a separate external/bidder version of the RFP exists. If a separate version exists, kindly provide the applicable version that bidders are required to use in preparing their proposals.

Question 4 Answer:

Please find the revised bid document in replacement of the previously issued bid documents.

5. **Objectivity and application of the technical evaluation criteria**

We note that several technical evaluation criteria are assessed through a qualitative scoring methodology. The RFP provides ratings ranging from “Absent/Unacceptable” (0%) to “Excellent” (100%), with intermediate ratings of Weak (25%), Adequate (50%) and Good (75%). The associated descriptors include terms such as “generic content”, “workable but ordinary approach”, “clear and assignment-specific”, and “comprehensive, integrated, practical and demonstrably low-risk. ”We appreciate that qualitative assessment is necessary when evaluating consultancy proposals. However, kindly clarify how these criteria will be applied objectively, consistently and transparently by the Bid Evaluation Committee, particularly where measurable indicators or detailed scoring parameters for distinguishing between the different rating levels are not disclosed. In this regard, kindly clarify: For example, the evaluation allocates points to the bidder's understanding of the assignment, benchmarking and gap analysis, regulatory impact assessment, technical review, stakeholder engagement, work-plan and delivery control, and quality, risk, data and skills transfer.

1. What specific and measurable evidence or indicators will distinguish an Adequate response from a Good or Excellent response under each qualitative criterion;

2. Whether the Bid Evaluation Committee will use any additional detailed scoring matrix, evaluation guide, benchmarks or sub-criteria that are not currently disclosed in the RFP;

3. If such additional evaluation guidance exists, whether it will be disclosed to all prospective bidders before the closing date, so that bidders have knowledge of the complete basis upon which their proposals will be evaluated; and

4. How the ECB intends to ensure consistency and objectivity between individual evaluators, considering that the RFP provides that the final score will be the average of the individual BEC members' scores. The clarification is sought to ensure that prospective bidders understand, in advance, what is required to earn the available points and that the disclosed evaluation criteria provide an objectively and consistently applicable basis for evaluation.

Question 5 Answer:

Please find the revised bid document in replacement of the previously issued bid documents.

6. Status of the RFP as "Public Procurement Act, 2015 compliant"

We further note that the cover page describes the document as "Public Procurement Act, 2015 compliant QCBS". Furthermore, the legal and source note contained in Appendix A states that the RFP is based on the Public Procurement Act, 2015, the Public Procurement Amendment Act, 2022, the Public Procurement Regulations, 2017, the applicable standard request-for-proposals framework and the ECB-approved Terms of Reference. It further provides that where a conflict arises between the RFP and a mandatory provision of the Act, Regulations or a valid directive, the mandatory provision will prevail. In view of the apparent departure from the prescribed standard RFP format, kindly clarify what is meant by the statement "Public Procurement Act, 2015 compliant QCBS", and whether the ECB considers the document to constitute an approved Standard Bidding Document or an authorized adaptation thereof.

Question 6 Answer:

Please find the revised bid document in replacement of the previously issued bid documents.

7. Conclusion

We respectfully request the ECB's written clarification on the above matters to enable prospective bidders to prepare responsive proposals on a clear, transparent and consistent basis, and to ensure a common understanding of the procurement requirements and evaluation methodology applicable to this RFP. We note that the bidding document provides that clarification requests must reach the ECB by 12:00 on 1 October 2026, and that written responses will be circulated without identifying the requesting consultant.

Question 7 Answer:

Please find the revised bid document in replacement of the previously issued bid documents.

8. Question 8

Consultant Clarification	Client Response
Please confirm whether ECB will provide bidders with an electronic copy of NAMS/ESI 002: Ed 1.0 04-2021 and the relevant current or draft ECB instruments referenced in the Terms of Reference. If bidders are required to obtain the standard independently, please confirm the authorised source, applicable edition and any licence restrictions relevant to proposal preparation.	The Act, codes, guidelines and rules will be made available by the ECB. Standards are required to be purchased by the bidders from NSI or from the relevant standard body. NSI is the custodian of the standards in Namibia.

Consultant Clarification	Client Response
Section 2.6 requires two signed hard copies of each Technical and Financial Proposal, together with USB copies, and states that electronic submission by email or portal will not be accepted. Please confirm that physical delivery to the ECB Bid Box before the closing time is mandatory	Yes, physical delivery of the hard copies as well as a an editable USB is mandatory to be deposited in the Bid Box at ECB House
Please identify which of the reference documents listed in Section 5.8 will be made available by ECB	The Act, codes, guidelines and rules will be made available by the ECB. Standards will be purchased by the bidders directly from NSI or from the relevant standard body.
Please clarify ECB's expected contribution to validation workshop arrangements, including venue, participant invitations and logistics, noting that the Financial Proposal must include workshop-related costs.	All costs related to consultations or engagements between the Consultant and any stakeholder for purposes of project execution will be covered by the consultant. ECB will specifically be responsible for the validation workshops, in terms of invitations, logistics, venue sourcing etc. and the related costs thereof. The actual cost of the Consultant in executing and running the workshop shall be covered by the Consultant.
Please confirm whether one individual may cover two of the four mandatory key-expert functions, provided that all stated qualifications, relevant experience, availability and dedicated team requirements are fully met.	ECB requires a minimum of three project team members at any given time during the project.

Yours sincerely



Date 05 October 2026

Melissa Kahimise

HEAD OF PROCURMENT MANAGEMENT UNIT