



**Development  
Bank of Namibia**

Expect more.

iel Munamava Street, Windhoek • PO Box 235, Windhoek, Namibia •  
E-mail: [info@dbn.com.ng](mailto:info@dbn.com.ng) • [www.dbn.com.ng](http://www.dbn.com.ng)

Tel + 264 61 290 8000 • Fax + 264 61 290 8049

**PROCUREMENT MANAGEMENT UNIT**

**CLARIFICATIONS**

**Procurement Reference Number: NCS/RFP/DBN-67/2026**  
**Description: Provision of Architectural and Engineering consultancy services for a period of thirty-six (36) months on an ad hoc basis.**

No.	Item	Comments/Response
1	<p><b>Clarification date: Monday, 13 April 2026 9:57 am</b></p> <p><b>1. Submission per Lot</b></p> <p>Please confirm whether bidders are permitted to submit proposals for individual lots <b>independently</b> (e.g. Lot 1: Architectural Services only), or whether submissions are expected to cover all listed lots (Lots 1–4) as a combined offering.</p> <p><b>2. Financial Proposal</b></p> <p>We wish to draw your attention to the attached circular issued by the Namibia Council for Architects and Quantity Surveyors (NCAQS) regarding the prohibition of registered architects and quantity surveyors to participate in competitive price-based bidding proceedings.</p> <p>a) We note that it is recommended that procurement processes for such services consider approaches aligned with prescribed fee structures, with evaluation focused on technical merit.</p>	<p><b>Feedback date: Monday, 23 April 2026 3:00</b></p> <p>1. Bidders are permitted to submit proposals for individual lots, multiple selected lots, or all lots, at their discretion. There is no mandatory requirement for bidders to submit proposals covering all lots. Bidders must clearly indicate, on the cover page of the bidding document, the specific lot(s) for which they are submitting proposals.</p> <p>2. This procurement is for the appointment of consultants to an ad hoc framework panel only. No project-specific scope or fees are awarded at this stage. Bidders are required to submit a time-based Financial Proposal in accordance with Section 4 of the RFP, reflecting charge-out rates and the bidder's standard fee methodology. Fee competitiveness will apply at assignment level when specific RFQs/RFPs are issued, in line with applicable professional council guidelines. No project-specific scope or fees are awarded at this stage (refer Terms of Reference, Section 5.2).</p>



**Development  
Bank of Namibia**

Expect more.

<p>b) In this regard, we kindly request guidance on the expected structure of the financial proposal for this procurement.</p>	
<p>It has come to our attention that the closing date for Procurement Reference <b>NO. NCS/RFP/DBN - 67/2026</b> is indicated as <b>24 March 2026</b> through the Bid was only released in April 2026. Can we please have the correct closing date for this Bid?</p>	<p>The bid closing date has been revised for administrative alignment purposes. The correct closing date is <b>05 May 2026</b> at 11h00 am.</p>
<p><b>1. Submission per Lot</b></p> <p>Can engineering bidders submit one consolidated proposal covering multiple engineering lots, or are separate submissions required per engineering lot?</p> <p><b>2. TECH-8 Work Schedule</b></p> <p>Given that this is an ad hoc framework with no defined assignments at this stage, kindly advise how the TECH-8 Work Schedule should be completed. Would a generic or indicative programme based on a hypothetical project be acceptable?</p> <p><b>3. Financial Proposal Basis</b></p> <p>As no specific projects or scopes are defined and assignments will be issued via future RFQs/RFPs (as outlined in the Terms of Reference), we kindly request clarification on the following:</p>	<ol style="list-style-type: none"><li>1. Engineering bidders may submit one consolidated proposal covering multiple engineering lots, provided that the bidder meets and demonstrates compliance with the minimum eligibility, experience, staffing, and professional registration requirements applicable to each lot (refer BDS Sections 5.2 and 5.3).</li><li>2. As this procurement is for ad hoc consultancy services without defined assignments, Form TECH-8 (Work Schedule) may be left blank. This is consistent with the framework nature described in Section 5 of the Terms of Reference.</li><li>3. In accordance with ITC Clause 2.7 and Form FIN-4, bidders must submit a time-based Financial Proposal, based on charge-out rates by personnel category and discipline. No fixed project cost is required at this stage, as no defined scope exists. Fee competitiveness will apply only at the assignment level, in accordance with applicable professional guidelines.</li><li>4. The submission deadline has been extended. The revised closing date is <b>05 May 2026 at 11h00 am</b>, in accordance with ITC Clause 2.2.</li></ol>



**Development  
Bank of Namibia**

Expect more.

	<ul style="list-style-type: none"> <li>On what basis should the Financial Proposal for this framework appointment be prepared?</li> <li>Would a fee methodology be acceptable in place of a fixed amount? If so, how will the financial evaluation be conducted?</li> <li>Alternatively, can the Client provide a standardized sample project value (per discipline) to ensure consistency in pricing across all bidders?</li> </ul> <p><b>4. Request for Extension of Time</b> We kindly request an extension of at least one (1) week to the submission deadline to allow for a fully compliant and coordinated submission.</p>	
<p>1. As no specific Scope of Work has been defined yet it unfortunately is not possible to</p>	<ul style="list-style-type: none"> <li>The Instructions to Consultants – Bidding Data Sheet under 1.2 stipulates that Consultants must submit a Financial Proposal separate to the Technical Proposal. Unfortunately, no detail as to the format of such Financial Proposal is provided.</li> <li>Section 4 Financial Proposal Standard Forms – Form FIN-1: Financial Proposal Submission Form requires that a sum inclusive of local taxes is to be provided.</li> <li>From FIN-2: Summary of Costs request the Total Cost of Financial Proposal to be provided.</li> <li>Form FIN-4: Breakdown of Costs (Time Based) requires that “Bidder MUST provide detailed financial proposal based on how they charge.”</li> </ul>	<p>This procurement appoints consultants to a framework panel only and does not award specific project fees at this stage. Fee competitiveness will apply only at the assignment level, in accordance with applicable professional guidelines.</p> <p>Bidders are required to complete FIN-1, FIN-2 and FIN-4 using a time-based costing structure, reflecting how the bidder charges for professional services. The amounts submitted are indicative for framework evaluation purposes only (refer ITC 2.7 and Section 4).</p> <p>Submission of charge-out rate schedules is acceptable. However, bidders are reminded that reimbursable expenses are not applicable, as confirmed in BDS Clause 3.6, and must therefore be deemed included in the proposed rates.</p>



**Development  
Bank of Namibia**

Expect more.

	<p>provide related Consultancy Costs for same. Kindly provide clarification as to what exactly is required from Bidders and in what format.</p> <p>2. Will it suffice if Bidders submit a schedule of charge-out Rates/hour for the respective engineering staff under the various disciplines together with a schedule covering typical Disbursement and expense charges?</p>	
	<p>On page 37 it states that the Lead Engineer should have at least 10 years' experience, and the column next to it states 16 years' experience and above.</p> <p>How many years of experience should the Lead Engineer have?</p>	<p>The minimum qualifying requirement for a Lead Engineer is 10 years of post-qualification experience (refer BDS page 37). Experience of 16 years and above is an enhanced criterion attracting additional evaluation points.</p>
	<p>Instructions to Consultants, BDS page 38. Can the lead engineer form part of the compliment of 2 senior engineers required, or do you require 2 senior engineers in addition to the lead engineer?</p>	<p>Yes. The Lead Engineer may form part of the required senior engineer complement, provided that the minimum staffing requirements per lot are satisfied (refer BDS pages 37–38).</p>
	<p>I would like clarification on page 28. Regarding the submission of the Technical Proposal Copy, need to be scanned? Does that mean I should include a <b>USB</b> in the envelope with a scanned copy of the</p>	<p>Yes. In accordance with BDS Clause 1.2, bidders must submit one original hard-copy Technical Proposal and one electronic soft copy on an anti-virus-scanned USB, placed inside the submission envelope. The Financial Proposal <b>must not</b> be scanned.</p>



**Development  
Bank of Namibia**

Expect more.

<p><b>Consultant association</b></p> <p>The RFP indicates that consultants may associate with other consultants. Please confirm whether such association may be structured through a sub-consultant agreement, or whether the Client requires the association to be in the form of a joint venture/consortium only.</p> <p><b>Mandatory documents for associated firms</b></p> <p>Where a bid is submitted in association with other firms, kindly confirm whether all associated firms are required to submit the full set of mandatory documents, registrations and compliance certificates, or whether these are required only from the lead consultant.</p> <p>In this regard, please also confirm whether professional registrations and supporting documents must be submitted only for the lead consultant, or for each associated firm contributing to the proposed team.</p> <p><b>Definition of Senior and Junior Engineers</b></p> <p>Under the bid evaluation criteria for the engineering lots, the minimum team composition refers to Lead, Senior and Junior Engineers. Kindly clarify what the Client considers to constitute a Senior Engineer and a Junior Engineer for evaluation purposes. Specifically, please confirm whether this distinction is based on:</p>	<p><b>Consultant association</b></p> <ul style="list-style-type: none"> <li>The bidding document permits association between consultants (BDS 3.3(a)) and regulates such association through Joint Venture (JV) arrangements. This is evidenced by ITC Clause 3.3(e) on Bid Security for JVs and provisions requiring disclosure of JV partners. Sub-consultants are recognised only for past experience disclosure and for subcontracting during contract execution, subject to Client approval, and not as a bid submission structure.</li> </ul> <p><b>Mandatory documents for associated firms</b></p> <ul style="list-style-type: none"> <li>Where a proposal is submitted as a Joint Venture, all JV partners must submit mandatory compliance documents, company registration documents, and relevant professional registrations, in accordance with Section 50(2) of the Public Procurement Act and BDS Clause 4.3.</li> </ul> <p><b>Definition of Senior and Junior Engineers</b></p> <ul style="list-style-type: none"> <li>Bidders are required to clearly indicate the proposed team composition, including identification of personnel assigned as Lead, Senior, and Junior Engineers, in Form TECH-5 (Team Composition), supported by CVs submitted under Form TECH-6. This is required to enable the Client to assess team capacity, availability, and suitability for framework appointment and future assignments.</li> <li>The roles indicated by bidders represent the proposed deployment structure. Final classification for evaluation and scoring purposes will be undertaken by the Evaluation Committee, based on the objective criteria set out in the Bidding Data Sheet, including post-qualification experience, professional registration, academic qualifications, and demonstrated relevant experience etc. Titles used in CVs are indicative and not determinative.</li> </ul>
---	---

Expect more.

<ul style="list-style-type: none"> <li>• years of post-qualification experience;</li> <li>• ECN registration category;</li> <li>• academic qualification; or</li> <li>• another defined criterion.</li> </ul> <p><b>Submission per lot</b></p> <p>Please confirm how bids should be submitted where a bidder intends to apply for more than one lot. In particular, kindly clarify whether:</p> <ul style="list-style-type: none"> <li>• a separate bid submission is required for each lot;</li> <li>• separate technical and financial proposals must be prepared for each lot;</li> <li>• mandatory documents must be repeated in each lot submission; and</li> <li>• One outer package containing clearly separated lot-based submissions would be acceptable.</li> </ul>	<p><b>Submission per lot</b></p> <p>Bidders may submit one consolidated submission. Lot(s) applied for must be clearly indicated on the bid cover page. Mandatory documents must not be duplicated. Technical Proposals and supporting documents are submitted together, while the Financial Proposal must be submitted in a separate sealed envelope, in accordance with ITC Clause 3.4 and BDS Clause 1.2.</p> <p>Engineering bidders may submit one consolidated proposal covering multiple engineering lots, provided that the bidder meets and demonstrates compliance with the minimum eligibility, experience, staffing, and professional registration requirements applicable to each lot (refer BDS Sections 5.2 and 5.3).</p>
<p>I would like to request clarification regarding the instructions on page 28 of the NCS/RFP/DBN-67/2026 Provision of Architectural and Engineering Consultancy services for a period of thirty-six (36) months on ad hoc basis.</p> <p>Regarding the requirement for a scanned copy of the Technical Proposal, could you please confirm if this means I should include a USB drive containing the digital scan inside the submission envelope?</p>	<p>Yes, the electronic soft copy is required in an anti-virus USB drive which is properly attached to the document or placed inside the envelope. The USB can be placed inside a smaller envelope and put inside the bigger envelope.</p>



**Development  
Bank of Namibia**

Expect more.

<p>Please advise on the closing date, the bid states closing on the 24<sup>th</sup> of March 2026.</p> <p>Is this a typing error or should it be 24 April?</p>	<p>In accordance with ITC Clause 2.2, the submission deadline has been extended. The final submission deadline is 05 May 2026 at 11h00 am.</p>
<p><b>Submission Deadline Conflict</b></p> <p>Please clarify the bid submission date and time.</p> <ul style="list-style-type: none"><li>• BDS 2.1, page 28, states that requests for clarifications must be submitted on or before 15 April 2026 at 17h00, being seven (7) days before the deadline for submission of bids.</li><li>• However, BDS 4.4 &amp; 4.5, page 34, states that proposals must be submitted no later than Friday, 24 April 2026 at 11h00.</li></ul> <p>Based on the above, the two references appear inconsistent. Kindly confirm the correct bid submission deadline.</p> <p><b>Full vs Simplified Technical Proposal</b></p> <p>Please clarify whether a Full Technical Proposal or a Simplified Technical Proposal is required.</p> <ul style="list-style-type: none"><li>• BDS 3.4, page 29, states that the format of the Technical Proposal to be submitted is a Full Technical Proposal.</li><li>• BDS 5.2(a), page 34, states that the criteria, sub-criteria, and point system are for the evaluation of Simplified Technical Proposals for Lot 1.</li><li>• BDS 5.2(a), page 36, states that the criteria, sub-criteria, and point system are for the</li></ul>	<p><b>Submission Deadline Conflict</b></p> <p>In accordance with ITC Clause 2.2, the submission deadline has been extended. The final submission deadline is 05 May 2026 at 11h00 am.</p> <p><b>Full vs Simplified Technical Proposal</b></p> <p>The Bidding Data Sheet Clause 3.4 (page 29) specifies that bidders are required to submit a Full Technical Proposal (FTP). Accordingly, bidders are required to structure and submit their Technical Proposals in the Full Technical Proposal format, using the applicable standard forms contained in Section 3 of the RFP.</p> <p>The references in BDS Clause 5.2(a) (pages 34 and 36) relate to the evaluation criteria and point system, which are aligned to criteria commonly associated with simplified technical evaluations for purposes of scoring by lot. These references do not override the submission requirement stated in BDS Clause 3.4.</p> <p>Bidders must ensure that their Full Technical Proposal adequately addresses all requirements set out in the RFP to enable proper evaluation in accordance with the stated criteria.</p>

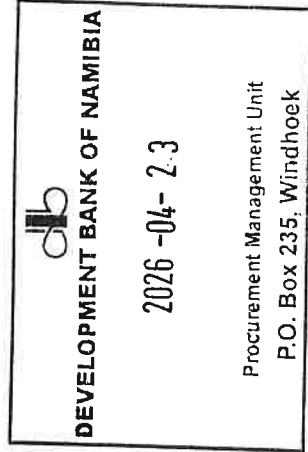


**Development  
Bank of Namibia**

Expect more.

	<p>evaluation of Simplified Technical Proposals for Lots 2, 3 and 4. Kindly confirm which proposal format and corresponding evaluation basis will apply.</p>	
<p>1. Since this RFP is for consultancy services on an ad hoc basis, how should the Financial Proposal be structured? Our fees are based on project cost or hourly rates as per the NIA guidelines and would thus be determined on a project-by-project basis.</p> <p>2. Please refer to page 29, paragraph 3.6: "Reimbursable expenses are <b>not applicable</b>". Does this include prints?</p> <p>3. It is also not possible to predict the Work Schedule (page 50, Form TECH8), as services will be based on an ad hoc basis</p>	<p>1. This procurement is for the appointment of consultants to an ad hoc framework panel and does not involve the award of any project-specific scope or fees at this stage. In accordance with ITC Clause 2.7 and Section 4 – Financial Proposal Standard Forms, bidders are required to submit a time-based Financial Proposal, structured as follows: Completion of Form FIN-1, FIN-2 and FIN-4; Submission of charge-out rates by personnel category and discipline, reflecting the bidder's standard costing methodology. The amounts submitted are indicative and for framework evaluation purposes only. Actual fees for assignments will be determined on a project-by-project basis through future RFQs/RFPs issued to appointed panel members, in line with applicable professional guidelines.</p> <p>2. Yes. In accordance with BDS Clause 3.6, reimbursable expenses are not applicable and include printing and all incidental costs, which must be deemed included in the proposed rates.</p> <p>3. Due to the ad hoc nature of the services, Form TECH-8 may be left blank at proposal stage.</p>	

**Rebecca Haipinge**  
Head: Procurement Management Unit



Date