



Namibia · Qualifications · Authority

CLARIFICATION NO. 01

Bid No.: SC/RFP/NQA-02/2026/27

Bid Description: Procurement of Consultancy Services for the Review of the Namibia Qualifications Authority's Business Continuity and IT Disaster Recovery Plans (Lump-Sum Contract)

Date Issued: 18 September 2026

#	Clarification Date: Wednesday, 17 September 2026	Response Date: Wednesday, 17 September 2026
1.	Is a South African-registered consulting firm eligible to submit a proposal under this RFP? If so, which equivalent South African instruments (if any) will NQA accept in place of each Namibia-specific certificate?	<i>This RFP is only eligible to entities incorporated or registered under the Namibian laws where 51% equity is owned by Namibian citizens of which no less than 30% is owned by Previously Disadvantaged Persons.</i>
2.	Please confirm the correct, valid deadline for submitting written requests for clarification on this RFP.	<i>The correct date is Thursday, 17 September 2026, instead of July.</i>
3.	Should the Technical Proposal include a dedicated training methodology and staffing description (per ITC clause 3.4(g)), given the TOR clearly requires training delivery, despite the Data Sheet indicating training is not a specific component?	<i>Consultants must include in their proposals, the training component in accordance with Section 5, scope of work (training and testing).</i>
4.	Which timeline governs the assignment and should be used in our Work Plan and Work Schedule — 6 weeks (TOR / evaluation criteria) or 9 weeks (Sample Contract)?	<i>Timelines to be used is six (6) weeks as specified under Section 5, timeline.</i>
5.	Should the Financial Proposal propose a milestone-based payment schedule, or will payment in practice be a single once-off amount on final Council approval regardless of what is proposed?	<i>The payment term is strictly once-off (lump-sum), with instruction "payment schedule linked to milestones" under Section 5 – Financial to be disregarded.</i>
6.	Please provide Form TECH-7 or confirm that staff-input (staff-month) estimates are not required for this Full Technical Proposal.	<i>Staff input (month) estimates are not required. Evaluation is to be conducted in accordance with Data Sheet 4.3 and 5.2(a).</i>
7.	Please provide Form FIN-3 or confirm it is not applicable to this Lump-Sum Financial Proposal.	<i>Prepare your financial proposal in accordance with Form-4.</i>
8.	Please confirm the detailed pricing/quotation schedule is to be included inside the single "FINANCIAL	<i>Prepare your submissions in accordance with Data Sheet 1.2, with two (2) envelopes only.</i>

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	PROPOSAL" envelope, and that no separate third envelope is required.	
9.	Is there a recommended or maximum page count for the FTP's Approach, Methodology and Work Plan chapter (Form TECH-4)?	Not limited , However, must fulfil the requirements of the TORs.
10.	Please confirm which RFP sections correspond to Annex A and Annex C of the Sample Contract (e.g., does Annex A = Section 5, Terms of Reference?), and provide Annex C if it exists as a separate document.	The services are to be conducted in accordance with the TORs .
11.	Kindly confirm the exact number of pages to this bid document. Would it be correct to assume that the missing pages may perhaps be linked to the above-mentioned Form TECH-7, Form FIN-3, Annex C, etc.? Please advise.	The actual page of the RFP document is 58 , with exclusion of the first 3 pages .
12.	May we engage an individual specialist sub-consultant (not itself a competing shortlisted bidder) to support specific BC/DR workstreams, or is all association/subcontracting barred outright for this assignment?	Consultants in this RFP refer to bidders . Hence, it is not in the NQA's purview to prescribe which key professional to work with. A distinction must be made between consultants and key professionals.
13.	If a firm be foreign based, how should they treat Namibian local taxes (VAT, withholding, etc.) when compiling the lump-sum Financial Proposal figure?	This RFP is only open to entities incorporated or registered under Namibian laws , where tax is payable as instructed under Data Sheet 3.7.
14.	Please confirm that all logistics costs associated with delivering the assignment (including any travel, venue, or materials costs for training and testing) must be fully absorbed within the lump-sum professional fee, with no separate reimbursable claims permitted at any stage.	Reimbursable expenses are not applicable. That's on the bidder's cost.
15.	Confirm whether this is an open/public RFP that any eligible consultant may respond to, or whether it is restricted to a panel of consultants already shortlisted by NQA in a prior stage.	There were not prior exercise shortlisting bidders. This RFP is open to entities incorporated or registered in accordance with the Namibian laws, where 51% equity is owned by Namibian citizens.
16.	Given Ekwantu's South African registration, would the alternate UNCITRAL arbitration clause automatically apply at contract	Namibian laws shall prevail and negotiations are not applicable .



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	negotiation stage, or must this be specifically requested?	
17.	Please confirm: is a proof-of-application (rather than the issued certificate) acceptable specifically for the Affirmative Action Compliance Certificate, while all other mandatory certificates must be the certificates themselves (not receipts of application)?	<i>In case where the certificate in question is over 12 months from date of issue, it must be attached as evidence, to complement the confirmation letter for consideration.</i>
18.	Which specific pages or forms require a company stamp, in addition to a signature/initial?	<i>Please stamp whichever page makes provision for stamp.</i>

Yours sincerely,

Paulus Paulus

Head: Procurement Management Unit

