



Namibia · Qualifications · Authority

CLARIFICATION NO. 01

Bid No.: NCS/Rfq/NQA-13/2026/27

Bid Description: Provision of Event Management Services for the Namibia Qualifications Authority for a period of 24 months (Time-Based Contract)

Date: 15 October 2026

#	Clarification Date: Wednesday, 7 October 2026	Response Date: Thursday, 15 October 2026
1.	Does the event fee only includes venue including catering, MC and artist fee as indicated only? Additionally, do you provide a fixed amount for the event plus our markup—for example the N\$100,000 you indicated—or do we add the markup to whatever amount the event might cost?	<i>Only add your mark-up to the event fee under Section IV: Priced Activity Schedule and do the calculations.</i>
2.	Kindly advise on your NQA S&T, food and accommodation rates as indicated on page 17, number 6 that is to be provided when an event is outside Windhoek	<i>Applicable NQA rates shall be paid to the service provider should the need arise.</i>

Yours sincerely,

Paulus Paulus

Head: Procurement Management Unit

