



Namibia Institute of Pathology Limited  
**CLARIFICATION NO.: 02**

**PROCUREMENT TITLE: Provision of Cleaning Services for the Namibia Institute of Pathology Limited (NIP) for a Period of Three (3) Years.**

**CLARIFICATION QUESTIONS AND ANSWERS – Procurement Reference No: NCS/ONB/NIP-3/2023**

Please find in the below table feedback to clarifications sought from bidder(s):

ITEM	ITEM	COMMENTS/ RESPONSE
1.	<p><b>Clarification date: Tuesday, February 20, 2024, 10:10:29 AM</b></p> <p>Can you please clarify on this below:            Pg.28            ITB 5.3, No:1, Can I submit 3 Award Letters / Purchase Orders if I do not have Reference Letters            And what is the meaning of this:            A c0- operative registered under the laws regulating co - operatives in Namibia.            A trust registered under the laws regulating trust in Namibia, can you please clarify on that.            Pg. 30            ITB 5.5 (b) Should we submit the staff ID or passport ?</p>	<p><b>Feedback: Thursday, 22 February 2024</b></p> <ul style="list-style-type: none"> <li>• Please be informed that bidders are required to submit three (3) reference letters on the client's company letter head attesting to the bidding entities experience in cleaning services. Bidder are required to show that they have at least three (3) year experience in cleaning services. Only reference letters will be considered for evaluation and not Award Letters or Purchase Orders.</li> <li>• The statement refers to entities that are legally registered as cooperatives or trusts under the laws governing the registration of cooperatives and trusts in Namibia. Eligible bidders must submit with their bid certified (certified by a commissioner of oath) company registration documents.</li> <li>• Please note that bidders are required to submit with its bid a certified copy of its employees/staff Identity Document.</li> </ul>

2.	<p><b>Clarification date: Tuesday, February 20, 2024, 10:41 AM</b></p> <p>Can you please clarify on this below: Pg. 52, Special Power of Attorney is this also applicable to Sole Owners?</p>	<ul style="list-style-type: none"> <li>Please be informed that the Special Power of attorney is part of the bidding documents which is shared as a template page 52 of the bidding document. Sole owners are not required to complete the Special Power of attorney template. It is required from entities with multiple owners (more than one (1) owner) or shareholders to complete the Special Power of Attorney which appoints one individual as the authorized person to act and sign all documents pertaining to this bid on behalf of the bidding entity.</li> </ul>
3.	<p><b>Clarification date: Wednesday, February 21, 2024, 1:22 PM</b></p> <p>I would like to get clarification on lots, at page 28 of bidding document state that it's mandatory to submit pricing for all sites in a lot, can you please clarify, Example, lot 2 includes Omuthiya, ondangwa, okongo &amp; eenhana but I have attend only one site visit or have only one fitness, should I still bid for all sites?</p> <p>If I have a fitness for only one site in a lot, will not affect others? Please advise</p>	<ul style="list-style-type: none"> <li>Bidders are required to quote for all the areas per lot to be considered responsive. <b>This includes attending site visits for all areas per lot and attaching the signed site visit form to your bid submission.</b> Failure to submit pricing for all sites within a lot will render the bidder non-responsive.</li> <li>Additionally, bidders are required to submit fitness certificate/lease agreements/title of deeds within one of the areas per lot to be considered responsive.</li> </ul>
4.	<p><b>Clarification date: Wednesday, February 21, 2024, 2:00 PM</b></p> <p>I would like to find out if one is bidding for Lot 2 -North central which has 5 different towns, do we need to have the fitness certificate for all these town or is one of the fitness certificates applicable?</p>	<ul style="list-style-type: none"> <li>Please be informed that bidders are required to submit fitness certificate/lease agreements/title of deeds within one of the areas per lot to be considered responsive.</li> </ul>

Yours sincerely  
Namibia Institute of Pathology  
Procurement  
KATHIMA KALI  
2016-10-12  
PROCUREMENT MANAGEMENT UNIT  
NAMIBIA INSTITUTE OF PATHOLOGY LIMITED (NIP)