



ROADS AUTHORITY
Private Bag 12030
Ausspannplatz
Windhoek
NAMIBIA

SAFE ROADS TO PROSPERITY

Our Ref.:

Enquiries: Eben !Gawaxab
Telephone: +264-61-284 7088

Your Ref.:

E-mail: !gawaxabe@ra.org.na

NOTICE TO BIDDERS – No 1

PROCUREMENT REFERENCE NO: W/ONB/RA-05/2025

PROVISION OF MINOR BUILDING WORKS TO RA BUILDINGS (PLUMBING, ELECTRICAL, CARPENTRY, ALUMINUM, CIVIL WORKS (PAINTING, ALTERATION & RENOVATIONS) MECHANICAL WORKS & AIR-CONDITIONING) FOR 3 YEARS

Dear Bidders,

The Notice to Bidders No.1 serves as formal communication to all bidders to take note of changes as attached for your information and consideration.

All bidders are hereby requested to acknowledge receipt of this notice by completing the attached acknowledgement form and return it via email to Mr. Eben !Gawaxab:

!gawaxabe@ra.org.na

Kindly note that only PDF attachments completed and endorsed without alterations will be accepted. Please be informed that this Notice and all its attachments forms part of your bid and must be attach to your bid.

Yours sincerely,

20/2/26

JULIA N AKWAANYENGA

Manager: Procurement and Tender Compliance

The deadline to respond for acknowledgement is **Friday, 27 February 2026**

Established in terms of the Roads Authority Act, 1999 (Act 17 of 1999)

Board of Directors: Mr M. Kambulu (Chairperson), Dr S. Karuaihe (Deputy Chairperson), Mr R.R. Böhmer, Ms G. Xawes, Mr W. Ngashikua, Ms C. Hengari, Mr H.K. Hamutenya

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1. INTRODUCTION

The Notice to Bidders No.1 forms part of the bid and contract documentations. Receipt of this Notice must be acknowledged immediately using the accompanying acknowledgment of receipt form. Acknowledgement Receipt must be signed and return to our offices **via email**. Bidders are reminded to only send back the signed acknowledgment receipt (**page 5**).

2. FITNESS CERTIFICATE

In terms of ITB 6.2 (a) as stated in the bidding document : “Confirmation of locale through or by the following” – A certified copy of the valid fitness Certificate.

The works has been divided in Lots (Lot 1 – Lot 11) and bidders needs to provide proof of Fitness Certificate in the mentioned towns of the specific Lots.

Example:

Lot 1 – Bethanie District Office, Keetmanshoop Regional Office / Transport Inspectorate Office, Keetmanshoop NaTIS Office and Keetmanshoop Weighbridge.

Bidders must have fitness Certificate for Bethanie or Keetmanshoop to bid for this Lot. (Fitness Certificate of Mariental, Karasburg, Luderitz, Oranjemund or any nearby town won't be considered).

3. PRICE ACTIVITY SCHEDULE

Under Section IV- Priced Activity Schedule on page 75 – 84
The below is for illustration purpose only:

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Example: Lot 1

Priced Activity Schedule

Procurement Reference Number: **W/ONB/RA-05/2025**

[Complete the unit and total prices for each item listed below in Namibia Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Bid: Namibia Dollars

LIST OF SITES

NUMBER	SITE	RATES	Weighted level of importance in Percentage (%)	BASE YEAR RATE (To be adjusted annually for CPI)	BID FINANCIAL INDEX
LOT 1	Bethanie District, office Keetmanshoop Regional office TL, Keetmanshoop NaTIS office & Keetmanshoop Weighbridge.	Call out Fee	30	250	75
		Labour per hour	20	450	90
		Weekend public holiday Labour rate per hour	30	900	180
		(%) Mark-up on Material	20	3 %	0.6
		TOTAL	100		345.06

Call out Fee = NS 250.00 x 30 % = 250.00 / 100 x 30 = 75

Labour per hour = NS 450.00 x 20 % = 450.00 / 100 x 20 = 90

Weekend/Public Holiday Labour hour = NS 900.00 x 30 % = NS 900.00 / 100 x 20 = 180

% Mark up on Material = 3% / 100 x 20 = 0.6

BID OPENING SUMMARY OF BIDS

CONTRACT AREA NO	CONTRACT AREA	Normal Labour rate per hour	Weekend Labour rate Per Hour	Call-Out Fee	% Mark-up on material
LOT 1	Bethanie District, office Keetmanshoop Regional office/TL, Keetmanshoop NaTIS office & Keetmanshoop Weighbridge	250.00	450.00	900.00	3%
LOT 2	Rosh Pinals Weighbridge, Lüderitz NaTIS & Oranjemund NaTIS				
LOT 3	Ariamsvlei Weighbridge, Noordoewer Weighbridge, Karasburg District office & Karasburg NaTIS office.				
LOT 4	Mariental District office & Mariental NaTIS office, Maltahohe District office & Aranos Network Maintenance Satellite office.				

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CONTRACT AREA NO	Normal Labour rate per hour	Weekend Labour rate Per Hour	Call-Out Fee	(%) Percentage Mark-Up on Material
LOT 1	450.00	900.00	250.00	3%
LOT 2				
LOT 3				

(d) The **Total/Final price of our Bid** after discounts (if any offered) in item (d) below is:

CONTRACT AREA NO	Normal Labour rate per hour	Weekend Labour rate Per Hour	Call-Out Fee	(%) Percentage Mark-Up on Material
LOT 1	450.00	900.00	250.00	3%
LOT 2				

At the bid, opening your bid financial index price for Lot 1 will be **345.06**
(Only the Financial Index price will be recorded)

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ACKNOWLEDGEMENT OF RECEIPT OF NOTICE NO.1

Receipt of Notice to Bidder`s No.1 is acknowledged. The notice consists of:

Page 1: Roads Authority Cover Letter : 1 page
Page 2: Notice to Bidders : 3 pages
Page 3: Acknowledgement Receipt : 1 page

The following attached accompany this Notice to Bidders No. 1

- Notice to Bidders No. 1

I _____ of (company name)

_____ has receive this Notice to

Bidders No.1

.....
Signature of Bidder

.....
Name of Firm/Company

.....
Date

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