



SAFE ROADS TO PROSPERITY

**EXPRESSION OF INTEREST: MANUFACTURING AND DELIVERY OF
ROAD SIGNS AND ACCESSORIES**

TERMS OF REFERENCE

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PART A: RULES FOR SUBMISSION

A1. MANUFACTURE REGISTRATION FORM

In line with Section 31(1)(c) of the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended, and the Directive issued in terms of Section 73 of the Act regarding the reservation of procurement to local suppliers (23 May 2019) by the Minister of Finance, the Roads Authority hereby invites competent and compliant local manufacturers of road signs and related accessories to express their interest for inclusion on the pre-approved supplier eligibility list, in accordance with Regulation 14 of the Public Procurement Regulations.

The purpose of this registration is to establish a pre-approved supplier eligibility list for the manufacturing and delivery of road sign accessories to the Roads Authority, from which suppliers may be invited to participate in procurement processes as and when the need arises. Participation in this EOI does not constitute a contract award nor guarantee participation in subsequent bidding processes.

Interested manufacturers are required to submit a duly filled in Application Form along with a Company Profile demonstrating their capability to undertake the complete manufacturing/fabrication, supply, and delivery of road signs and related accessories. The Company Profile must provide sufficient information to enable the Roads Authority to assess the participant's technical capacity, experience, and operational capability in the manufacturing/fabrication, supply, and timely delivery of the specified road signs and related accessories.

These Terms of Reference outlines the criteria that will be assessed to determine whether a participant is deemed competent to manufacture/fabricate and deliver road signs and related accessories.

Site Inspections shall be conducted on the manufacturing facilities as part of the evaluation process, in accordance with the Authority's applicable standards and specifications, including the Southern African Road Traffic Signs Manual (SARTSM).

A2. EXPRESSION OF INTEREST TO PARTICIPATE

Expressions of Interest are hereby invited from established metal fabricators and road sign manufacturers, for the Manufacturing and Delivery of Road Signs and Accessories in the following Roads Authority Maintenance Regions:

1. KEETMANSHOOP REGION
2. WINDHOEK REGION
3. OTJIWARONGO REGION
4. OSHAKATI REGION
5. RUNDU REGION

The establishment of a pre-approved list of qualified manufactures is specifically intended for manufactories who have proven experience in metal fabrication, particularly in the manufacturing of road signs, and who operate fully established manufacturing facilities within Namibia.

Accordingly, this invitation to submit an Expression of Interest is directed exclusively to local Namibian manufacturers who own and operate the necessary equipment and facilities, and who demonstrate the technical, financial, managerial, and logistical capacity required to manufacture, supply, and deliver road signs and related accessories. Prospective participants must therefore demonstrate the capacity to handle large-scale orders, including the ability to effectively manage production, logistics, and timely delivery in response to potential procurement requirements of the Roads Authority.

A3. SUBMISSION REQUIREMENTS

The submissions must comply with the following requirements:

- 3.1. A duly filled in **Application Form**, downloadable from the Roads Authority official website.
- 3.2. A **Company Profile** (one hard copy), duly signed by the authorized signatory accompanied by a **Relevant Power of Attorney**.
- 3.3. A full certified copy of **Company Registration Certificate** (including shareholders information), with the **principle line of business** aligned to the manufacture/supply of road signs and accessories;
- 3.4. **Documentary proof of operating a manufacturing facility/workshop** suitable for fabrication of road signs and accessories;
- 3.5. Documentary proof of manufacturing and fabrication of road signs, traffic signage, steel sign supports, brackets, clamps, or similar products for a minimum period of **three (3) years** prior to the publication of these Terms of Reference:
 - 3.5.1. The experience claimed must be supported by documentary proof, which may include:
 - 3.5.1.1. signed contracts or purchase orders;
 - 3.5.1.2. completion certificates;
 - 3.5.1.3. reference letters from clients;
 - 3.5.1.4. proof of delivery; or
 - 3.5.1.5. any other credible documentation demonstrating successful execution of the works.

- 3.6. Applicant shall **provide financial statements** to demonstrate their minimum average annual turnover, over the last three (3) financial years, derived from activities related to manufacturing, fabrication, supply, or delivery of goods of a similar nature.
- 3.7. An **original Bank Confirmation letter** from a recognized financial institution confirming the applicant's banking details.
- 3.8. A **written declaration** that applicant is not under any form of liquidation, business rescue, insolvency proceedings, or any similar financial distress situation that may materially affect its ability to perform the required works.
- 3.9. The Roads Authority reserves the right to verify the financial information submitted and to request further supporting documentation where necessary. Any false declaration or material misrepresentation may result in disqualification from the pre-eligibility process.
- 3.10. Any Alterations to information or figures already entered must be effected by crossing out the incorrect information, entering the correct information alongside the amendment, and initialing thereof by the authorized signatory.
- 3.11. The Expressions of Interest along with all above listed must be submitted as follows:
 - a) Each Submission shall be delivered by hand in one sealed envelope and shall be deposited in the tender box at the Roads Authority, Ground Floor, Roads Authority Head Office, Corner of Mandume Ndemufayo Avenue and David Merero Road, Southern Industrial Area, Windhoek, before the deadline for submission indicated herein.
 - b) Each envelope shall be properly sealed with and shall be addressed to the Procurement Management Unit, Roads Authority, Private Bag 12030, Windhoek, with following marking: -
 - i) Envelop shall clearly have marking: "Expression of Interest to Participate in the Manufacturing of Road Signs and Accessories".
 - c) Each envelope shall have the name of the Manufacture on the reverse side.

A4. CLOSING DATE OF SUBMISSIONS

The Deadline for Submission for the initial submission of Expressions of Interest is **02 April 2026 at 11:00 (am Local Time)**, at the Head Office of the Roads Authority, Ground Floor, Bid Box, Windhoek.

- I. The envelope must be clearly marked with the Bid Reference Number and Bid

Title.

II. No late submissions will be accepted for the initial closing date.

However, in accordance with Regulation 14 of the Public Procurement Regulations, the Expression of Interest will remain open for a period of five (5) years from the date of publication. During this period, eligible manufacturers may submit their Expressions of Interest at any time for possible inclusion on the list of pre-qualified suppliers, provided that they meet the minimum eligibility and technical requirements stipulated by the Roads Authority.

Any applications received after the initial deadline for submission will be evaluated periodically and may be considered for inclusion on the pre-qualified supplier list, subject to compliance with the requirements outlined in this document.

A5. EXPENSES INCURRED BY THE PARTICIPANT

The Employer will not be responsible for or pay for any expenses or losses, which may be incurred by any tenderer in connection with the preparation and submission of his Expression of Interest and Company Profile including costs incurred in attending the Pre-Qualification Meeting.

A6. DEFINITIONS

The following definitions shall apply for the purposes of this Expression of Interest process:

“Namibian Manufacturer” means a Manufacturer that is one hundred percent (100%) beneficially owned and controlled, directly or indirectly, by one or more Namibian citizens, and whose management and day-to-day business operations are effectively controlled and conducted by such Namibian citizens.

A Namibian Manufacturer must further conform to the following:

- a) Be registered with NamRa for tax purposes;**
- b) Have its principal place of business and manufacturing facilities located in Namibia;**
- c) Conduct all business operations relating to the manufacturing and delivery of the goods within Namibia; and**
- d) Ensure that all staff involved in such business operations are resident in Namibia.**

“Manufacturer” means a business enterprise or legal entity that owns and operates manufacturing or fabrication facilities and is directly engaged in the production, fabrication, or assembly of goods, including the manufacturing of road signs and

related accessories, and which possesses the necessary equipment, technical expertise, and operational capacity to produce such goods in accordance with applicable specifications and standards.

A7. SIGNING OF SUBMISSION

The application must be signed by a person duly authorised to sign on behalf of the Applicant.

Where the Applicant is a company or legal entity, the signatory must have the necessary authority to bind the entity in relation to this submission.

In the event that the Applicant has more than one shareholder, owner, or partner, a written designation or power of attorney authorising the signatory to act on behalf of all parties must be submitted together with the application.

A8. ENQUIRIES

All enquiries relating to this invitation may be directed to the following officials at the Procurement Management Unit of the Roads Authority:

1. Procurement Officer

Tel: +264 61 284 7088

Email: gwaxabe@ra.org.na

2. Manager: Procurement and Tender Compliance

Tel: +264 61 284 7138

Email: itanaj@ra.org.na

PART B: CAPACITY REQUIREMENTS

1. BACKGROUND

Road signs are used to communicate messages for both safety and information to road users. Road Signs consists of but are not limited to the following:

- i. Regulatory,**
- ii. Warning,**
- iii. Information,**
- iv. G-series,**
- v. Guidance,**
- vi. Tourism, and**
- vii. Route Markers, Symbolic, and Accessories: Steel products like poles and clamps.**

In order to maintain similar appearance of road traffic signs the Roads Authority of Namibia, requires that all road signs manufactured comply with the Road Traffic Act, (Act 42 of 1999), its Regulations, the Road Traffic Sign Policy of the Roads Authority, the latest editions of the South African Road Traffic Signs Manual (SARTSM) and SANS 1519 (as amended).

2. RAW MATERIALS

Typically, Road Traffic signs consist of three basic components:

- a) Steel plates (Blanks), normally Chromadek 1.4-mm thick, pre-painted (Isacor G 275 or approved equivalent), which has been treated on both sides with an epoxy primer followed by a silicon polyester top coat See COLTO Section 5602 (c) or aluminum composite material like Hula Bond or approved equivalent (coastal signs).
- b) Background sheeting/painted as per COLTO Section 5602 (f).
- c) Retro-reflective material: Retro-reflective material shall be supplied in the grades (COLTO 5602 (f) and shall comply with the requirements of SANS 1519 and the adhesion requirements of CKS 191. (COLTO Section 5602 (g))

3. THE MANUFACTURING PROCESS (COLTO SECTION 5603)

A recognized, bona fide Namibian manufacturer/fabricator of road signs shall manufacture/fabricate Road Traffic signboards.

Road Traffic signboards shall be manufactured/fabricated strictly in accordance with specification and drawings as issued by the Roads Authority. They shall be manufactured from Chromadek 1.4-mm thick (inland signs) or from aluminum composite material, 4-mm thick (coastal signs) according to what is specified on the drawings and related specifications.

Retro-reflective material shall be affixed to the sign face strictly in accordance to the specification of the manufacturer of the retro-reflective material.

It should be noted that pre-fabricated road sign faces and Road Traffic Signs imported from outside Namibia **will not be accepted**.

Where road signs are manufactured/fabricated in more than one unit, the complete units shall be assembled in the workshop prior to the delivery to ensure that all sections and legends fit together properly. Joints in road signboards shall be provided only at locations as shown on the drawings. Refer to COLTO Section 5603 for specifications.

4. TYPICAL CUTTING OF SHEETS (SUPPLIER MAY OUTLINE THEIR OWN METHODOLOGY)

The steel sheeting is normally supplied in rolls (or flat sheet) of 3.5-ton or flat sheet, of with width of 1.2-m and 1.4-mm thickness. The rolls may be off loaded from the trucks by means of a forklift or overhead crane (or similar). A de-coiler is being used to flatten the rolls (where applicable) to a flat sheet that will be cut or slatted to the required sizes.

Corners are typically rounded with a Triangle notcher. Circles are typically cut with a Circle Shear to ensure a smooth edge. A guillotine is typically used to cut the sheets into sections as specified.

For information signs, panels up to 6-m will be bend by means of press-brake. Holes for mounting the sign will be punched or drilled prior to painting.

All the sheets are checked for defects or contamination; Roads Authority officials will have access to the factory during business hours, for inspection. Sheets must be free of grime in order for background sheeting or paint to adhere properly. In addition, the provision of mineral spirits to remove greasy fingerprints for cleaning sheet surfaces.

5. ROAD SIGN FACES AND PAINTING OF SHEETS

Paint colors, legends and borders used on road traffic signs shall comply with the applicable statutory provisions and also with the requirements in the Road Traffic Act, (Act 42 of 1999), its Regulations, the Road Traffic Sign Policy of the Roads Authority, the latest editions of the South African Road Traffic Signs Manual (SARTSM) and SANS 1519 (as amended).

All paints used shall conform to the requirements CKS 193 see COLTO 5602 (f). The reference numbers of the colors to be used, COLTO 5602 (f). In the case of pre-painted steel plate (Chromadek), the manufacturer shall ensure that the colors and shades thereof

comply with those displayed in SANS 1091. Preparation of surfaces and the painting shall be carried out as specified in COLTO Section 8400.

6. RETRO-REFLECTIVE MATERIAL

Retro-reflective materials shall be supplied in the following grades and shall comply with the requirements of SANS 1519 (as amended) and the adhesion requirements of CKS 191:

- Class 1 material - 7 years warranty
- Class 2 material - 10 years warranty
- Class 3 material - 10 years warranty

The templates for all letters, numerals, arrows, borders symbols, etc. or the actual legend shall be designed by an approved computer program and cut out by a Vinyl cutter to ensure smooth edges, perfect rounding, extra clarity and visibility to all roads signs.

7. TIME OF MANUFACTURE

The manufacturer shall paint an identification code on the reverse side of every completed road signboard in the lower corner nearest to the road surface in a position where the code will not be obscured by the framework or erection posts. The code shall be in the form as specified in COLTO Section 5604 (c).

8. STORAGE AND HANDLING

All road signs or parts thereof shall be transported, handled and stored as per COLTO 5606.

9. COASTAL CONDITIONS: IN ADDITION TO COLTO

Road sign boards intended for erection under coastal conditions shall be manufactured to the following additional requirements:

For all regulatory, control, warning and information signs < 3 m long and < 1.5 m in height the following shall apply:

Aluminum composite material (Hula-Bond or similar approved by the Engineer/Roads Authority) to be used with the following specifications:

- a) Aluminum composite plate with a minimum **thickness of 4 mm** shall be used, having the following prime specifications as listed in Table **A** below:

Prime Specification No.	DESCRIPTION	UNITS	MINIMUM Specification
1	Weight	(kg/m ²)	5.51
2	Density	(kg/m ³)	1,380.00
3	Modulus of elasticity	(N/mm ²)	70,000.00
4	Terminal Resistance R	m ² K/W	0.0097
5	Section modulus W	cm ² /m	1.54
6	Linear Terminal expansion	mm/mk/°C	2.4 at 100 °C temperature difference
7	Code Specification	N/A	STMA22995-3
8	Color	N/A	Traffic Grey/White
7	Aluminum composite material to have a minimum outdoor lifespan.	Year	5

b) No support framework, erection brackets, clamps or clamp profiles will be required

10. FOR ALL INFORMATION SIGNS > 3-M LONG AND > 1.5-M IN HEIGHT THE FOLLOWING:

Chromadek panels with a thickness of 1.6-mm shall be used or as approved by the Engineer: -

- 1) Support framework, erection brackets, clamps or clamp profiles will be required.
- 2) All straight edges of the road signboard shall be bent to form an angle with the sign face of between 80° and 90°, preferably closer to 80°. The radius of the bend must be 5-mm and the bent edge width shall be 30-mm. Edge corners that form between horizontal and vertical edges must have an opening of 2 mm to 5-mm to allow water to drain from the inside of the sign board. The front area of the sign face must be as specified on the Drawings.
- 3) All holes shall be 10-mm in diameter and drilled prior to painting. The holes shall be located 25-mm from the edge of the sign and shall have a maximum horizontal and vertical spacing of 500-mm and minimum of 250-mm."

11. ROAD SIGN SUPPORTS

11.1. Coastal road signs support

- a) All supports will be timber posts 110-mm x 75-mm (between 4-m and 6-m long), for 1.5-m signs, painted with a primer and with Woodoc 50 Exterior Sealer - Marine, Gloss Battleship Grey in line with section 11.
- b) Supports for 401 and 405 ext., to be 75-mm x 50-mm (between 1-m and 2-m long)
- c) All regulate, control, warning and information signs will have at least two support posts, spacing to be determined on site (inner dimensions between supports approximately 450-mm) for 1.5-m road signs. Where the signs are longer than 1.5-m a third support will be required.
- d) Bolts, nuts and washers will be of stainless steel (3CR12) (Low grade stainless steel, not galvanized) 10-mm x 135-mm with nylon sleeve and shoulder insulating washers (kids) 12-mm outside diameter and 10-mm inner diameter with a 30-mm diameter and 4 mm thick nylon washer to minimize bimetallic corrosion. Bolts to be 30-mm longer than the thickness of the post and the road sign to enable protection against theft. Heads of bolts and washers to be painted the same color as the surface on which it is mounted.

12. MANDATORY REQUIRED EQUIPMENT (SUPPLIER MAY OUTLINE THEIR OWN METHODOLOGY AND EQUIPMENT):

The **Table B** below highlights the minimum specifications of some of the mandatory equipment/machine required for this undertaking (or equivalent equipment capable of producing road signs in accordance with COLTO specification).

NO.	EQUIPMENT / MACHINE NAME	MINIMUM LENGTH (mm)	MINIMUM WIDTH (mm)	MINIMUM HEIGHT (mm)
1	Screen Print Table Machine	2220.0	2120	74
2	Guillotine	352.5	160	N/A
3	Bending Machine	319.5	246	N/A
4	Circle Cutter	183.5	107	N/A
5	Notcher Cutter Machine	110.0	80	N/A
6	Clamps Machine	160.0	107	N/A
7	Large Format Printer	2510.0	900	1250

8	Large Format Vinyl Cutter	1850.0	490	1120
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The Table C below continues from Table A above highlighting the remaining minimum specifications of some of the mandatory equipment/machine required for this undertaking (or equivalent equipment capable of producing road signs in accordance with COLTO specification)

NO.	EQUIPMENT / MACHINE NAME	UNITS	MINIMUM Specification
9	Offloading equipment	N/A	N/A
10	De-coiler	Tonnage	3.5
11	Slitter	N/A	N/A
12	Press-brake for bending of panels	Meter	6.0
13	Triangle cutter	N/A	N/A
14	Triangle notcher	N/A	N/A
15	Circle shear cutter	N/A	N/A
16	Approved roads sign design software program.	N/A	N/A

13. APPLICABLE SPECIFICATIONS

The Table D below is a list of COLTO Standard Specifications for Bridge Works for State Road Authorities, 1998 Edition, Section 5600 SANS:

NO.	COLTO STANDARD SPECIFICATIONS	BRIEF DESCRIPTION
1	Sans 763	-
2	SANS 1555	Temporary road signs.
3	SANS 1091	Paint colors.
4	SANS 1519	(as amended) Retro-reflective material.
5	SANS 754	Road sign seaports.

NO.	COLTO STANDARD SPECIFICATIONS	BRIEF DESCRIPTION
6	SANS 1274	Coatings
7	CKS 191	Adhesion requirements.

14. SITE INSPECTION

The Roads Authority (RA) reserves the right to conduct site inspections of the manufacturing facilities of shortlisted applicants as part of the evaluation process prior to their inclusion on the Pre-Approved Supplier Eligibility List for the Manufacturing and Delivery of Road Signs and Accessories to the Roads Authority.

The purpose of the site inspection will be to verify the information provided in the Company Profile and supporting documentation, including but not limited to the applicant's manufacturing facilities, equipment, production capacity, quality control systems, and overall operational capability to manufacture, supply and deliver road signs and related accessories in accordance with the Roads Authority standards and specifications, including the Southern African Road Traffic Signs Manual (SARTSM).

The site inspection will be conducted by authorised officials of the Roads Authority, and shortlisted applicants will be notified in advance of the proposed inspection date and arrangements.

Applicants shall grant the Roads Authority reasonable access to their facilities, equipment, and relevant documentation necessary to conduct the verification process. Failure to facilitate the site inspection or to provide the requested information shall result in the applicant not being considered for inclusion on the Pre-Approved Supplier Eligibility List.

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