



SAFE ROADS TO PROSPERITY

EXPRESSION OF INTEREST:

**PAINTING OF ROAD TRAFFIC MARKINGS ON SURFACED ROADS IN THE
KEETMANSHOOP, WINDHOEK, OTJIWARONGO, OSHAKATI AND RUNDU
MAINTENANCE REGIONS**

TERMS OF REFERENCE

EOI Reference Number	EOI_ROAD MARKINGS
Employer	Roads Authority
Initial Deadline for Submission	13 August 2026, at 11h00 am
Submission Address	Roads Authority Head Office, Ground Floor Bid Box, Windhoek
Validity of Pre-Approved List	Sixty (60) months, 01 September 2026 to 30 August 2031, subject to regular review and updating

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PART A: RULES FOR SUBMISSION

1.1. REGISTRATION AND INVITATION

In accordance with the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended, Regulation 14 of the Public Procurement Regulations and the applicable directive issued under section 73 on reservation to local suppliers, the Roads Authority invites competent, qualified, compliant and wholly Namibian-owned road marking contractors to express their interest for inclusion on a pre-approved works eligibility list.

The list will be used to identify eligible contractors that may be invited to participate in future procurement processes for the painting of road traffic markings on surfaced roads. Participation in this Expression of Interest does not constitute a contract award and does not guarantee an invitation or award under any future procurement process.

Interested contractors must submit a duly completed application together with a comprehensive Company Profile and the supporting information specified in this document. The submission must demonstrate ownership, statutory compliance, relevant experience, plant and equipment, technical competence, operational capacity and ability to comply with the Roads Authority's applicable road marking standards and specifications.

1.2. EXPRESSION OF INTEREST TO PARTICIPATE

Expressions of Interest are invited from established road marking contractors with proven experience in the painting of road traffic markings on surfaced roads using mechanically powered equipment.

The pre-approved list is intended to support future road marking works in the following Roads Authority Maintenance Regions:

- Keetmanshoop Region;
- Windhoek Region;
- Otjiwarongo Region;
- Oshakati Region; and
- Rundu Region.

Applicants must indicate the region or regions in which they are able to mobilise and perform works. Approval may be granted for one or more regions, based on the applicant's verified plant, personnel, logistical and operational capacity.

This invitation is reserved for wholly Namibian-owned contractors that own and possess the required plant and equipment and have the technical, financial, managerial and logistical capacity to execute road marking works on several kilometres of the national road network.

1.3. SUBMISSION REQUIREMENTS

Each submission must include the following:

- a) A duly completed Expression of Interest Application Form (Form 1).
- b) A comprehensive Company Profile, signed by an authorised signatory.

- c) Certified copies of company registration documents, including current shareholder and beneficial ownership information.
- d) Evidence that the applicant is wholly Namibian-owned, supported by (Form 2) and the relevant registration or ownership records.
- e) A valid certified copy of the applicant's Fitness Certificate issued by the relevant local authority.
- f) Valid NamRA and Social Security Commission good standing certificates, and an Affirmative Action Compliance Certificate, exemption or evidence of non-applicability, as applicable.
- g) A board resolution, written authorization or Power of Attorney authorising the signatory to bind the applicant.
- h) Evidence of experience in road marking works of a similar nature and size, amounting to a combined minimum of three (3) years during the past ten (10) years, supported by Form 3, contracts, completion certificates, reference letters or equivalent verifiable evidence.
- i) A completed Plant and Equipment Schedule (Form 4), supported by certified NaTIS registration documentation, the latest valid motor vehicle licence disc, proof of ownership and clear photographs of the mechanical road marking equipment.
- j) A brief methodology and capacity statement addressing work planning, traffic accommodation, safety, quality control, materials control, staffing, logistics and regional mobilisation.
- k) A completed Technical Compliance and Site Verification Undertaking (Form 5).
- l) An indication of the Maintenance Region or Regions for which the applicant seeks approval.

No financial proposal or schedule of rates is required at stage. Financial proposals will be requested only under a future procurement process, where applicable.

Prescribed forms may not be altered, except for the addition of clearly referenced supporting annexures. Any alteration to information already entered must be made by striking through the incorrect entry, entering the correct information next to it and initialling the alteration. Handwritten information must be completed in black ink.

1.4. METHOD OF SUBMISSION

Expressions of Interest must be submitted as follows:

- One original hard copy must be delivered by hand in one sealed envelope and deposited in the tender box at the Roads Authority Head Office, Ground Floor, Corner of Mandume Ndemufayo Avenue and David Meroro Road, Southern Industrial Area, Windhoek.
- The envelope must be addressed to: The Procurement Management Unit, Roads Authority, Private Bag 12030, Windhoek.
- The envelope must be clearly marked: **"EOI_ROAD MARKINGS - Expression of Interest: Painting of Road Traffic Markings on Surfaced Roads"**.
- The applicant's name and contact details must be clearly stated on the reverse side of the envelope.
- The Roads Authority will not be responsible for a submission that is misdirected, placed in the wrong tender box or delivered after the initial deadline for purposes of the initial evaluation.

1.5. INITIAL DEADLINE AND CONTINUING SUBMISSIONS

The Deadline for Submission for the initial submission of Expressions of Interest is **Thursday, 13 August 2026 at 11:00 (am Local Time), at the Head Office of the Roads Authority, Ground Floor,**

Bid Box, Windhoek. Submissions received after that deadline will not be considered in the initial evaluation.

In accordance with Regulation 14 of the Public Procurement Regulations, the pre-approved works eligibility list will remain open during its validity period of 60 Months from 01 September 2026 to 30 August 2031. Eligible contractors may submit applications after the initial deadline for consideration during a subsequent periodic review, provided that they meet the requirements in force at the time of review.

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

The Roads Authority may review and update the list periodically and will notify an applicant of its inclusion on, or removal from, the list.

1.6. EXPENSES INCURRED BY THE APPLICANT

The Roads Authority will not be responsible for, or pay, any expense or loss incurred by an applicant in preparing and submitting its Expression of Interest, attending a clarification meeting, making plant available for site verification or demonstration, or otherwise participating in this process.

1.7. DEFINITIONS

Term	Meaning
"Applicant" or "Contractor"	means a business enterprise or legal entity submitting an Expression of Interest for possible inclusion on the pre-approved works eligibility list.
"Pre-Approved Works Eligibility List"	means the list of road marking contractors assessed and approved by the Roads Authority as meeting the minimum requirements for possible invitation to future road marking procurement processes.
"Road Marking Works"	means the application, renewal or maintenance of road traffic markings, including related surface preparation, road studs, retro-reflective beads and associated activities on surfaced roads.
"Wholly Namibian-Owned Contractor"	means an entity that is 100 percent beneficially owned and controlled by Namibian citizens and whose relevant operations are based in Namibia.

1.8. SIGNING OF SUBMISSION

The application must be signed by a person duly authorised to sign on behalf of the applicant. The signatory must have authority to bind the entity in relation to this submission.

Where the applicant has more than one shareholder, owner, partner or director, a written designation, board resolution or Power of Attorney authorising the signatory must be submitted with the application.

1.9. ENQUIRIES

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

Official	Designation	Telephone	Email
Lucky Goreseb	Procurement Officer (Temp)	+264 61 284 7088	goresebl@ra.org.na
Julia Akwaanyenga	Manager: Procurement and Tender Compliance	+264 61 284 7138	akwaanyengaj@ra.org.na

PART B: CAPACITY REQUIREMENTS / TERMS OF REFERENCE

2.1. BACKGROUND

Road traffic markings communicate regulatory, warning, guidance and delineation information to road users and are essential to the safe and efficient operation of Namibia's national road network.

To maintain a consistent appearance and performance, road traffic markings applied for the Roads Authority must comply with the Road Traffic and Transport Act, 1999 (Act No. 22 of 1999), its applicable regulations, the Roads Authority's Road Traffic Sign Policy, the latest applicable edition of the South African Road Traffic Signs Manual (SARTSM), the relevant COLTO specifications and applicable SANS standards.

The Roads Authority therefore intends to establish a pre-approved works eligibility list of contractors with verified experience, plant, technical capacity and operational capability to undertake road marking works as and when required.

2.2. PURPOSE OF THE EXPRESSION OF INTEREST

The purpose of this Expression of Interest is to identify wholly Namibian-owned road marking contractors that possess the required technical capability, relevant experience, plant, equipment and operational capacity to undertake future road traffic marking works.

This Expression of Interest is not a request for a financial proposal and does not constitute a procurement process for a specific contract. Successfully contractors will be considered for inclusion on the list for possible participation in future procurement processes.

2.3. OBJECTIVE

The objective is to establish a pool of competent contractors capable of undertaking road marking works that may include:

- surface cleaning and preparation;
- mechanical application of road marking paint;
- application of thermoplastic or two-component cold plastic materials, where specified;
- application of retro-reflective glass beads;
- installation or replacement of road studs;
- renewal of regulatory, warning, guidance and delineation markings;
- traffic accommodation and protection of the works; and
- quality control, measurement and reporting associated with road marking works.

2.4. GEOGRAPHIC SCOPE

The list is intended to support road marking requirements in the Keetmanshoop, Windhoek, Otjiwarongo, Oshakati and Rundu Maintenance Regions. The Roads Authority may use the list for other locations within Namibia where this is stated in a future procurement process and is consistent with the approved scope of the list.

Applicants must identify their preferred region or regions and provide sufficient evidence of their ability to mobilise plant, staff and materials to those regions.

2.5. MINIMUM ELIGIBILITY REQUIREMENTS

To be considered for inclusion on the pre-approved works eligibility list, an applicant must, at minimum:

- be a legally registered and wholly Namibian-owned entity;
- hold the statutory registrations and good standing documents specified in Part A;
- not be suspended or debarred from participating in public procurement;
- demonstrate the required experience in similar road marking works;
- own and possess the mandatory mechanical road marking plant and support equipment;
- demonstrate access to compliant road marking materials and an appropriate quality control system;
- demonstrate adequate managerial, technical, safety, logistical and financial capacity to execute road marking works; and
- agree to site verification and/or functional demonstration of plant and equipment.

2.6. RAW MATERIALS AND TECHNICAL REQUIREMENTS

2.6.1. Road Marking Paint

Road marking paint must be Type 1 paint complying with SANS 731-1. Only paint manufactured in a SANS-approved and accredited facility will be accepted. The no-pick-up time must comply with the Type 1 requirement in SANS 731-1.

Paint must be delivered to site in sealed containers marked in accordance with SANS 731-1. Its viscosity must permit application without thinning.

The contractor will be responsible for selecting road marking paint and materials that meet the applicable specification and provide brightness, luminance, skid resistance and durability equal to or better than the requirements in COLTO subclauses B5702(a), B5702(b) and B5702(c), as applicable.

2.6.2. Plastic Road Marking Materials

Where hot-melt thermoplastic or two-component cold plastic material is used, the contractor must obtain and, on request, submit a manufacturer's guarantee confirming compliance with the applicable specification.

2.6.3. Road Studs

Road studs must comply with COLTO Section 5702(b), Section 5709 and any assignment-specific requirements issued by the Roads Authority.

2.6.4. Retro-Reflective Glass Beads

Retro-reflective glass beads must be applied to wet paint, thermoplastic or cold plastic, as applicable. Beads must comply with Class A in SANS 51424 (EN 1424), COLTO Section 5708 and the following minimum properties, unless otherwise approved by the Engineer:

Property	Requirement
Colour	Crystal clear
Roundness	Greater than 80%
Size range	14 - 200 US Mesh (75 - 1,400 microns)
Refractive index	Greater than 1.5
Specific gravity	Approximately 2.5

2.7. MECHANICAL EQUIPMENT FOR PAINTING

The applicant must own and possess, at minimum, the following plant and equipment:

- a truck of three (3) tons or more fitted with mechanical equipment for road marking, supported by certified NaTIS registration documentation and the latest valid motor vehicle licence disc;
- a mechanical road marking machine, supported by clear, current and high-resolution photographic evidence;
- equipment for cleaning and preparing the road surface; and
- the hand-operated and ancillary equipment necessary to complete the works.

The mechanical road marking machine must comply with COLTO Series 5000, Section 5700 and, in particular, Subsection 5704. It must:

- be capable of painting at least three lines simultaneously;
- apply paint to a uniform film thickness at the specified application rate;
- produce road markings of uniform width within the applicable tolerances;
- permit the application of different line widths by adjustment of spray jets or interchangeable equipment;
- be capable of spraying at a speed of not less than 5.0 km/h; and
- be fitted with clearly visible amber warning flashing lights that remain in operation whenever the machine is working on the road.

2.8. EXPERIENCE IN SIMILAR WORKS

The applicant must demonstrate a combined minimum of three (3) years of experience in works of a similar nature and size during the past ten (10) years. Relevant experience must involve the painting of road traffic markings on surfaced roads using mechanical equipment.

The duration of separate qualifying contracts may be combined to reach the minimum two-year requirement. Each listed assignment must be supported by verifiable evidence such as a contract, purchase order, completion certificate, performance reference or equivalent documentary proof.

2.9. METHODOLOGY AND OPERATIONAL CAPACITY

Applicants must submit a concise methodology and capacity statement that addresses, at minimum:

- work planning, programming and mobilisation;
- proposed staffing, supervision and operator competence;
- traffic accommodation and protection of workers and road users;
- occupational health, safety and environmental controls;
- surface preparation and application methodology;
- quality control of materials, application rates, line dimensions and finish;
- storage, handling and traceability of paint, beads and road studs;
- equipment maintenance and contingency arrangements;
- logistics for the region or regions selected by the applicant; and
- record keeping and reporting.

2.10. APPLICABLE SPECIFICATIONS

Applicants must demonstrate familiarity with, and capacity to work in accordance with, the latest applicable versions of the following:

No.	Instrument / Specification	Application
1	Road Traffic and Transport Act, 1999 (Act No. 22 of 1999) and applicable regulations	Legal requirements governing road traffic and road signs
2	Roads Authority Road Traffic Sign Policy	Roads Authority policy requirements
3	South African Road Traffic Signs Manual (SARTSM)	Design, meaning and application of road traffic signs and markings
4	COLTO Standard Specifications for Road and Bridge Works for State Road Authorities, 1998 Edition - Section 5700	Road markings, materials, equipment, application and measurement
5	SANS 731-1	Road marking paint requirements
6	SANS 51424 (EN 1424)	Retro-reflective glass bead requirements

2.11. SITE VERIFICATION AND DEMONSTRATION

The Roads Authority reserves the right to conduct an on-site verification of shortlisted applicants before inclusion on the pre-approved works eligibility list. The purpose of the verification is to authenticate the information submitted and assess the applicant's plant, equipment, quality control arrangements and overall operational capability.

The verification will be conducted by authorised Roads Authority officials. Shortlisted applicants will be notified of the proposed date and arrangements and must make the full plant and equipment identified by the Roads Authority available for inspection and functional demonstration.

Failure to make the required plant and equipment available, or failure of the equipment to meet the stated requirements during verification, may result in the applicant not being approved for inclusion on the list.

2.12. INFORMATION TO BE SUBMITTED

Applicants must arrange their submissions in the order below and use a clear index with numbered annexures:

No.	Document / Information	Applicant Check
1	Completed Form 1: Expression of Interest Application Form	Attached / Not Attached
2	Signed Company Profile	Attached / Not Attached
3	Certified copies of company registration and certified copies of owners identification documents	Attached / Not Attached
4	Completed Form 2: Local Ownership and Authority Declaration	Attached / Not Attached
5	Certified copy of a valid Fitness Certificate	Attached / Not Attached
6	Valid original or certified copies of statutory good standing certificate documents from NAMRA and Social Security Commission	Attached / Not Attached
7	Original Board resolution, written authority or Power of Attorney	Attached / Not Attached
8	Completed Form 3 and submit supporting similar-work evidence	Attached / Not Attached

No.	Document / Information	Applicant Check
9	Completed Form 4 and submit supporting equipment ownership evidence	Attached / Not Attached
10	Methodology and operational capacity statement	Attached / Not Attached
11	Completed Form 5: Technical Compliance and Site Verification Undertaking	Attached / Not Attached
12	Any additional supporting technical information	Attached / Not Attached

2.13. EVALUATION CRITERIA

Expressions of Interest will be evaluated on a mandatory pass/fail basis. An applicant must satisfy every applicable mandatory requirement to be considered for site verification and possible inclusion on the list.

Stage	Criterion	Evidence	Assessment
1	Administrative responsiveness and statutory compliance	Signed forms, registration documents, authority to sign, Fitness Certificate and statutory compliance documents	Pass / Fail
2	Reservation and ownership eligibility	Evidence of 100% Namibian beneficial ownership and control	Pass / Fail
3	Relevant experience	Combined minimum two years during the past ten years in mechanical road marking on surfaced roads	Pass / Fail
4	Mandatory plant and equipment	Ownership records, NaTIS documents, valid licence disc, photographs and equipment schedule	Pass / Fail
5	Technical and operational capacity	Methodology, materials compliance, quality, safety, staffing and regional mobilisation capacity	Pass / Fail
6	Site verification and demonstration	Physical verification and satisfactory functional demonstration of the stated plant and equipment	Pass / Fail

The Roads Authority may seek clarification, verify documents with issuing authorities, contact references and conduct additional due diligence. Only applicants found responsive and technically capable will be considered for inclusion on the pre-approved works eligibility list.

2.14. VALIDITY AND MAINTENANCE OF THE LIST

The pre-approved works eligibility list will be valid for sixty (60) months from the date on which it is established or published, unless amended, suspended, cancelled or replaced by the Roads Authority in accordance with the applicable procurement framework.

The list will be maintained in accordance with Regulation 14 of the Public Procurement Regulations and may be regularly reviewed and updated. Contractors on the list must maintain valid statutory compliance, ownership status, technical capability and the required plant and equipment throughout the validity period.

The Roads Authority may require updated information at any time and may remove a contractor that no longer meets the requirements, subject to the applicable procurement process.

2.15. FUTURE PROCUREMENT PROCESSES

When a need arises, the Roads Authority may invite eligible contractors on the pre-approved list to participate in a future procurement process for a specific road marking requirement. The applicable procurement method, geographic scope, bill of quantities, specifications, evaluation criteria, pricing requirements, contract conditions and completion period will be stated in the relevant bidding document.

Inclusion on the list does not guarantee an invitation to every process, the award of work or any minimum volume or value of work.

2.16. INTEGRITY AND VERIFICATION OF INFORMATION

Applicants must observe the highest standards of integrity and must submit information that is true, complete and authentic. The Roads Authority may verify any document or representation directly with the issuing authority, client, reference or other relevant source.

Submission of false, forged, altered, fraudulent or misleading information may result in exclusion from the process, removal from the pre-approved list, referral to the appropriate authorities and any other action permitted under the Public Procurement Act and applicable law.

2.17. RESERVATION OF RIGHTS

The Roads Authority reserves the right to:

- accept or reject any Expression of Interest in accordance with the applicable procurement framework;
- request clarification or additional information;
- verify documents, ownership, references, experience, plant and equipment;
- conduct site inspections, demonstrations and due diligence;

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- approve an applicant for one or more Maintenance Regions based on verified capacity;
- amend, suspend, cancel or re-issue this Expression of Interest;
- review, update or replace the pre-approved list; and
- invite contractors from the list based on the specific scope, region, capacity, urgency, value and complexity of a future requirement.

PART C: FORMS AND SCHEDULES

FORM 1: EXPRESSION OF INTEREST APPLICATION FORM

To be completed and signed by the applicant.

Item	
Registered Name of Applicant	
Trading Name, if applicable	
Company Registration Number	
Date of Registration	
Physical Address	
Postal Address	
Telephone Number	
Email Address	
Contact Person	
Position of Contact Person	
Maintenance Region(s) Applied For	Keetmanshoop / Windhoek / Otjiwarongo / Oshakati / Rundu
Company Registration Documents Attached	Yes / No

Item	
Valid Fitness Certificate Attached	Yes / No
Original/Certified Copy of a NamRA Good Standing Certificate Attached	Yes / No
Original/Certified Copy of a Social Security Commission Good Standing Certificate Attached	Yes / No
Certified Copy of a Affirmative Action Compliance / Exemption / Non-Applicability Evidence Attached	Yes / No
Authority of Signatory Attached	Yes / No
Company Profile Attached	Yes / No
Forms 2 to 5 Completed and Attached	Yes / No

Declaration by Applicant:

I/We confirm that the information and documents submitted in this Expression of Interest are true, accurate, authentic and complete. I/We authorise the Roads Authority to verify the information submitted and understand that any false, fraudulent or misleading information may result in exclusion or removal from the pre-approved list and further action under applicable law.

Name of Authorised Signatory	
Capacity / Position	
Signature	
Date	

FORM 2: LOCAL OWNERSHIP AND AUTHORITY DECLARATION

The applicant must disclose all direct and beneficial owners and confirm that it is wholly Namibian-owned and controlled.

Full Name of Owner / Shareholder	Namibian ID / Registration No.	Citizenship	Ownership %	Beneficial Owner (Yes / No)

I/We declare that the applicant is 100 percent beneficially owned and controlled by Namibian citizens and that the ownership information above is complete and correct.

Name of Authorised Signatory	
Capacity / Position	
Signature	
Date	

FORM 3: EXPERIENCE IN SIMILAR ROAD MARKING WORKS

List contracts involving mechanical painting of road traffic markings on surfaced roads during the past ten (10) years. Attach verifiable evidence for each listed contract.

Client	Contract Description /	Location / Region	Start Date	Completion Date	Duration	Reference / Evidence

Total combined qualifying duration: _____

Name of Authorised Signatory	
Capacity / Position	

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Signature	
Date	

FORM 4: PLANT AND EQUIPMENT SCHEDULE

List the plant and equipment owned and available for road marking works. Attach proof of ownership, certified NaTIS documentation where applicable, the latest valid licence disc and clear photographs.

Equipment Description	Make / Model	Capacity	Registration / Serial No.	Year	Current Location	Evidence Attached

Mandatory items to be clearly identified in the schedule: (a) truck of three tons or more fitted with road marking equipment; (b) mechanical road marking machine capable of painting at least three lines simultaneously; (c) surface-cleaning equipment; and (d) necessary hand-operated and ancillary equipment.

Name of Authorised Signatory	
Capacity / Position	

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Signature	
Date	

FORM 5: TECHNICAL COMPLIANCE AND SITE VERIFICATION UNDERTAKING

The applicant must respond to every item and provide supporting details or references to annexures where applicable.

Requirement	Applicant Response (Yes / No)	Details / Annexure Reference
Road marking paint will comply with Type 1 requirements in SANS 731-1.	Yes / No	
Thermoplastic or cold plastic materials will be supported by a manufacturer's compliance guarantee when used.	Yes / No	
Road studs will comply with COLTO Sections 5702(b) and 5709.	Yes / No	
Retro-reflective glass beads will comply with COLTO Section 5708 and Class A of SANS 51424 (EN 1424).	Yes / No	
The applicant owns a truck of three tons or more fitted with mechanical road marking equipment.	Yes / No	
The mechanical road marking machine can paint at least three lines simultaneously.	Yes / No	
The machine can apply markings at a spraying speed of not less than 5.0 km/h.	Yes / No	
The machine is fitted with operational amber warning flashing lights.	Yes / No	
Surface-cleaning and necessary hand-operated equipment are available.	Yes / No	
The applicant accepts on-site verification and functional demonstration of the listed plant and equipment.	Yes / No	
The applicant can mobilise to every Maintenance Region selected in Form 1.	Yes / No	
The applicant has reviewed and accepts all requirements of this EOI.	Yes / No	

I/We undertake to make the listed plant available for inspection and functional demonstration and accept that failure to do so or meet the technical requirements may result in the application not being approved.

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Name of Authorised Signatory		Capacity / Position	
Signature		Date	