



## KAVANGO WEST REGIONAL COUNCIL

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16 June 2025

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: ADDENDUMS TO THE BIDDING DOCUMENT FOR RENDERING OF SECURITY SERVICES TO KAVANGO WEST REGIONAL COUNCIL'S PREMISES FOR THE PERIOD OF 36 MONTHS WITH EFFECT FROM 01 SEPTEMBER 2025 TO 31 AUGUST 2028**

1. Kavango West Regional Council hereby issues the addendums on page 33 ITB 13.1 and page 39 point 7 (c) of the above-mentioned Bidding Document.
2. The addendums to be inserted in the Bidding Document when submitting.

Yours Sincerely,

  
.....  
MATHEUS K. SINGAMBWE  
CHIEF REGIONAL OFFICER



16/06/2025  
.....  
DATE

Mandatory Documents / Requirements				
No.	ITB Reference and/or page number	Mandatory Requirements	Yes	No
4.5	ITB 13.1 (f) 6. Page 44	Has the Bidder provided a written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on <b>Page 44</b> .		
4.5	ITB 5.3 (iv)	Did the Bidder submit a Certificate of Registration as a Bona-fide Security Service Provider with NAMPOL?		
4.6	ITB 5.3 (vi)	Has the bidder provided a public Liability Insurance Cover letter or letter of intent for insurance cover worth N\$2 Million, from any legally registered Financial Institution?		
4.7	ITB 5.3 (b)	Has the bidder provided written Power of Attorney? <i>(Template on Page 47 to be completed, signed and stamped).</i> <b>Note: Not applicable to sole owners of entities who are signing their own bids, however required if a sole owner is using someone else to sign on their behalf</b>		
4.8	ITB 5.3(i)	Has the bidder provided proof of previous experience by key personnel (Contract Manager and Security Supervisor in security sector (s), e.g. recommendation letters from current/previous employers (no less than three (3) years' experience)?		
4.9	ITB 5.3 (viii) Page 88	Has the bidder submitted at least five (5) different security guard's CVs with Security Training and with at least one (1) year security guard experience? <i>(To be determined from the Bidders' Security Guards' CVs).</i>		
4.10	<b>Local Sourcing Declaration on Page 48</b>	<i>Has the Bidder signed the Local Sourcing Declaration form in terms of Section 71 and 72 of the Public Procurement Act, (Act 15 of 2015) on preferential procurement and reservation to local suppliers? (bidders shall have to ensure 100% of the guards to be employed are from the region where the contract is to be executed. During recruitment process, preference should be given to previous security guards of those site.</i>		

**Note:** *The Bidders' submission will either be responsive or non-responsive. Bidders deemed non-responsive to any of the above Mandatory Requirements Document Evaluation Criteria will be disqualified from the entire evaluation process and will not be considered further.*

Initials: \_\_\_\_\_

**Bidders who did not meet the Financial Requirements under 6.1 above will not be evaluated further.**

## **7. FINANCIAL EVALUATION**

- a) Margin of Preference will be applied to bidders who have attached the Local sourcing declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications in terms of Section 9 (3) of the Code of good practice on preferences.**
- b) Bids below 10% or above 10% of the cost estimate will be deemed to be non-responsive.**
- c) Bidders will be ranked according to price quoted or offers (from lowest to highest). The contract shall be awarded to the lowest evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).**

Initials: \_\_\_\_\_