



**KA VANGO WEST REGIONAL COUNCIL-DIRECTORATE OF  
EDUCATION, INNOVATION, YOUTH, SPORT, ART AND CULTURE**

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**NKURENKURU**  
Namibia

08 August 2025

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: ADDENDUMS TO THE BIDDING DOCUMENT FOR THE SUPPLY  
AND DELIVERY OF NEW MOTOR VEHICLES TO KAVANGO WEST  
REGIONAL COUNCIL DIRECTORATE OF EDUCATION,  
INNOVATION, YOUTH, SPORT, ARTS AND CULTURE.**

1. Kavango West Regional Council Directorate of Education, Innovation, Youth, Art and Culture hereby issues the addenda on the following pages:  
**Page 01, 02, 29, 30, 32, and 52**-Procurement reference number  
**Page 54** – Price Schedule- under the description of goods and related services  
**Page 55** – Price and completion schedule – related services – under the description of services  
**Page 61-62 ANNEXURE A AND B**  
– List of goods and delivery schedule – under the description of goods  
**Page 60** – List of related services and completion schedule – under the description of service  
**Page 61** – Vehicle – Annexure A – under the description of goods
2. The addenda are to be inserted in the bidding document upon submission.

Yours sincerely,

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



08-08-2025  
.....  
**DATE**



**KAVANGO WEST REGIONAL COUNCIL-DIRECTORATE  
OF EDUCATION, INNOVATION, YOUTH, SPORT, ART AND  
CULTURE**

**BIDDING DOCUMENT**

**ISSUED ON: 18 JULY 2025**

**FOR THE**

**SUPPLY AND DELIVERY OF NEW MOTOR VEHICLES TO THE  
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH,  
SPORT, ART AND CULTURE**

**PROCUREMENT REFERENCE NO: G/ONB/KWRC-DEIYSAC-  
01/2025/2026**

**Cost: N\$300.00**

**BIDDER DETAILS**

Company Name:.....

Contact Number:.....

Email Address:.....

Bid Price Vat Inclusive:.....

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- Contract** shall send the successful Bidder the Agreement and the Special Conditions of Contract.
- 43.2 Within thirty (30) days of the award, the successful Bidder shall sign, date, and return it to the Purchaser.
- 43.3 Notwithstanding ITB 43.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to Namibia, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Purchaser that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.
- 44. Performance Security** 44.1 Within thirty (30) days of the award, the successful Bidder, if required, shall furnish the Performance Security in accordance with the **GCC**, using for that purpose the Performance Security Form included in Section VIII Contract forms, or another Form acceptable to the Purchaser. The Purchaser shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 22.5
- 44.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall lead to the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.
- 45. Debriefing** 46.1 The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

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<sup>1</sup> In this context, any action taken by a bidder, supplier, contractor, or any of its personnel, agents, sub-consultants, sub-contractors, service providers, suppliers and/or their employees to influence the procurement process or contract execution for undue advantage is improper.

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<sup>2</sup> “Another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Purchaser’s staff and employees of other organizations taking or reviewing procurement decisions.

<sup>3</sup> “Party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

<sup>4</sup> “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, noncompetitive levels.

<sup>5</sup> “Party” refers to a participant in the procurement process or contract execution.

<b>ITB 5.2</b>	<p>A Bidder shall not have conflict of interest. All bidders found to have conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) have controlling shareholders in common; or</li> <li>(b) receive or have received any direct or indirect subsidy from any of them; or</li> <li>(c) have the same legal representative for purposes of this Bid; or</li> <li>(d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or</li> <li>(e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or</li> <li>(f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.</li> </ul>
<b>ITB 5.3</b>	<p>(a) A list of firms debarred from participating in Public Procurement in Namibia is available at <a href="http://www.mof.gov.na/procurement-policy-unit">http://www.mof.gov.na/procurement-policy-unit</a></p> <p>(b) A list of firms debarred by World Bank is available at <a href="http://www.worldbank.org/debarr">http://www.worldbank.org/debarr</a></p>
	<b>B. Contents of Bidding Documents</b>
<b>ITB 8.1</b>	<p>Request for Clarification should reach the Purchaser not later than <b>14 days</b> before the closing date for submission of bids. <b>GG/ONB/KWRC-DEIYSAC-01/2025/2026</b></p>
	<b>C. Preparation of Bids</b>
<b>ITB 12.1 (c)</b>	<p>(b) This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company, or through a Power of Attorney. The name and position held by each person signing the authorization must be typed or printed below the signature.</p>



## I. Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms by the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*



### Price Schedule

<b>Bidder's name and address:</b> ..... .....			<b>Date:</b> ..... <b>Procurement Ref. No:</b> .....					
Prices to be in Namibian dollars								
1	2	3	4	5	6	7	8	9
Line Item No.	Description of Goods and related services	Delivery	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4x5)	Price per line item for inland transportation to convey the Goods to their final destination	VAT payable per line item if Contract is awarded	Total Price per line item (Col. 6+7)
1	New 4x4 single-cab diesel pickup with manual fitted with a canopy, bull bar, roll bar, rubberized load bed, safety film on windows, and tow bar	08 weeks	4					
2	New sedan 1.6 or 1.8 engine capacity	08 weeks	1					
<b>Prices are: fixed</b>							<b>Total Bid Price</b>	

Name of Bidder ..... Signature of Bidder ..... Date .....

# Section V. Schedule of Requirements

## Contents

1. List of Goods and Delivery Schedule.....
2. List of Related Services and Completion Schedule .....
3. Technical Specifications.....
4. Inspections and Tests.....

## 1. List of Goods and Delivery Schedule

Line Item No.	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
1	New 4x4 single-cab diesel pickup with manual fitted with a canopy, bull bar, roll bar, rubberized load bed, safety film on windows, and tow bar	4	Each	Kavango West Regional Council, Nkurenkur u	As early as possible	30/09/2025	
2.	New sedan 1.6 or 1.8 engine capacity	1	Each				

## 3. Technical Specifications

**Summary of Technical Specifications.**

**The Goods and Related Services shall comply with the following Technical Specifications and Standards: Specifications**

**AS PER THE ATTACHED ANNEXURES**

## VEHICLES – ANNEXURE A

## BAKKIES

**SUPPLY AND DELIVERY OF: FOUR (4) NEW 4X4 SINGLE-CAB DIESEL PICKUP WITH MANUAL FITTED WITH A CANOPY, BULL BAR, ROLL BAR, RUBBERIZED LOAD BED, SAFETY FILM ON WINDOWS, AND TOW BAR.**

REQUIRED SPECIFICATIONS:	COMPLIANCE	
	YES	NO
Model Year: 2024 ( NEW)		
Engine (Size 2.4)		
Displacement (between 2300 – 2399)		
Fuel System (Diesel)		
Manual gearbox		
Maximum power (kw @ r/min between 105 – 115 @ 3400		
Maximum Torque (Nm @ r/min between 400 – 410 @1600 - 2000		
Vehicle color (white)		
Remote Central Locking and Alarm System		
Air-conditioning		
Radio CD/USB Player		
Bull Bar with spotlights enclosed with a lockable and theft-proof		
Tow Bar		
Roll Bar		
Rubberizing		
Safety film		
Canopy		
100,000 KM Full-service Plan		
Dealer Service Warranty		
Manufacturer's Specification Booklet		
The vehicle must be registered, licensed, and fitted with number plates when delivered, and the cost thereof must be included in the tender price.		