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MINUTES FOR PRE-BID MEETING
FRIDAY, 12 DECEMBER 2025, 09h00

1. INTRODUCTION AND WELCOMING

1.1. Mr. Apollos Shakale welcomed all attendees and provided an overview of the project scope.

2. PROJECT DESCRIPTION

2.1. Scope of Work:

2.1.1. Roads and Stormwater Infrastructure

Procurement No.	Area	Description
W/ONB/OSHTC-12/2025-2026	Road and Stormwater Infrastructure in Oshakati North Extension 12.	Construction of bulk earthworks, roads and stormwater infrastructure. The roads consist of approximately 5.5 km of gravel standard roads. The stormwater infrastructure consists of open v-drains constructed by shaping and compacting in-situ material, a number of reinforced concrete stormwater drifts, concrete pipe and portal culverts with wingwalls and general stormwater channelling. Ancillary roadworks including road signs.

2.2. Note that **there are existing services in the area**

3. BID DOCUMENT

Important sections in the bid document:

3.1. Instruction to Bidder - Section I

3.2. **Bidding Data Sheet** – Section II

- Intended Completion Period – **8 calendar months**;
- Minimum essential plant and equipment is listed;
- Minimum qualifications/experience is listed;

- The Contractor must have a minimum average annual financial amount of construction of N\$ 2 500 000.00 Over the last Three (3) years.

- The number of works is: 3 (Three)

- The period is: Five (5) years

- Minimum five (5) years' experience of similar nature;

- Bid validity is 180 calendar days;

- Deadline for Submission of Bids – **Thursday, 15 January 2026 at 12:00 at Bid**

**Box, Oshakati Town Council (Civic Building), 906 Sam Nuyoma Drive,
Oshakati, Namibia**

- Performance Guarantee of 10% of the contract price will be required from successful bidder after award.

- The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the Bidder shall be 15% of the contract price offered. Proof shall be attached.

3.3. **Bidding Forms** must ALL be completed fully. Section III

3.4. Bidders attention drawn to the Qualification Information requirements. Audited financial statements of last 3 years must be submitted. Evidence of access to financial resources.

3.5. The Bill of Quantities are given on Section III: To be completed by the Bidder in black ink, by hand and submitted as part of the Bid.

3.6. **Evaluation Criteria** Refer to Section III of the Bid Document

3.7. **Employer's Requirements** on Section V.

3.8. **Tender Drawings**, attached at back of bid document.

3.9. **General Conditions of Contract** on Section VI & **Special Conditions of Contract** on Section VII

3.10. In case of a Joint Venture, ALL compulsory documents and additional information as per points above must be submitted for each party to the JV. Contractors cautioned against collusion in tendering.

3.11. Contractors were reminded that only one bid will be awarded per Contractor.

3.12. Bidders to initial each page of the bid submission.

3.13. Request for clarification should be sent to the Oshakati Town Council, Procurement Management Unit (akorea@oshtc.na) no later than 23 December 2025.

3.14. Contractors were reminded to ensure that they complete the submission register, upon bid submission.

4. NOTICE TO BIDDERS

Since the tender is an **ONB**; ITB 13.1 (e) **number 1** states that a fitness certificate from local authority in **Oshana Region** should be submitted by the bidders, **this will not be applicable anymore.**

5. SITE INSPECTION

All in attendance proceeded to visit the various sites.

6. BIDDERS QUESTIONS

(i) **Q:** Will a soft copy version of BoQ be provided?

A: Yes, Bidders are urged to request it from Procurement Management Unit for their own use but the BoQ in the bid document should be by hand.

(ii) **Q:** In case where a company must hire plant and equipment, can a company submit a lease agreement (for the plant and equipment) from another company that is applying for the same tender?

A: Yes, two companies can submit the similar lease agreements and registration certificates for plant and equipment because in the end, only one company will be awarded the tender. Proof of Ownership (for the plant and equipment) for the lessor should be attached to the lease agreement