



PROCUREMENT MANAGEMENT UNIT

NOTICE TO BIDDERS

02 July 2026

NOTICE TO BIDDERS – NO 1 (CLARIFICATION ON BIDDING DOCUMENT)

REFERENCE NUMBER: G/RFQ/OSHTC-01/2026/2027

PROCUREMENT SUPPLY AND DELIVERY OF PRINTINGS AND STATIONERIES TO OSHAKATI TOWN COUNCIL FOR A PERIOD OF TWENTY-THREE (23) MONTHS AUGUST 2026 TO JUNE 2028.

Dear bidders,

In accordance with instruction to bidder's "clause 10.1 GCC" the employer may "any time prior to deadline for the submission of bids, amend the bidding document by issuing addenda/notices and extend the deadline for submission of bids if needed". This notice to bidder forms an integral part of the bidding documents and must be attached to the offer upon submission.

This notice to bidder deals with corrections on the bidding document, which may affect clarification aspects on the bidding document.

1. If a bidder has two reference letters demonstrating successful supply and delivery contracts, but the goods supplied were not specifically stationery, would such a bidder be considered non-compliant?

Reference letters for the supply of stationery goods or similar items:

19. (l) The requirement for two (2) reference letters forms part of the mandatory technical compliance requirements and is intended to enable the Evaluation Committee to assess a bidder's experience and capacity to successfully perform the contract. The phrase "stationery goods or similar items" is not intended to restrict participation solely to bidders who have previously supplied stationery. Rather, it allows for the consideration of contracts involving the supply and delivery of goods of

a similar nature, complexity, and contracts involving the supply and delivery of goods of a similar nature, complexity, and assessed based on the information provided in relation to the scope of this procurement.

2. If the answer is yes, does this not inadvertently exclude capable suppliers with proven supply and delivery experience, despite their ability to perform the contract?

Participation of capable suppliers:

The purpose of the technical compliance requirement is to establish that bidders possess the necessary experience and capability to perform the contract. It is not intended to exclude capable suppliers but to ensure that the successful bidder can reliably meet the Council's operational requirements.

3. How does this requirement align with Clause 21 – Margin of Preference, which seeks to promote the participation of disadvantaged and emerging businesses, particularly where new entrants may not yet possess stationery-specific reference letters?

Margin of Preference:

Clause 21 (Margin of Preference) is applied in accordance with the applicable procurement legislation and the bidding document. The Margin of Preference is considered during the evaluation process only after bidders have been determined to be substantially responsive to the mandatory requirements. It does not replace or waive the mandatory technical compliance requirements. In practice, the margin of preference focuses on whether the business is women-owned, youth-owned, previously disadvantaged, and whether it provides employment to Namibian citizens.

4. I also seek clarification on the requirement for a Certificate of Fitness as a mandatory document for the supply of stationery. Could you kindly explain the rationale for this requirement? Furthermore, how would this requirement accommodate businesses operating in rural areas that may not readily obtain such certificates? I respectfully seek guidance on whether this requirement may unintentionally disadvantage otherwise eligible bidders.

Certificate of Fitness:

ITB 5. (e) The requirement for a valid Certificate of Fitness forms part of the mandatory documentation specified in the bidding document. The purpose of this requirement is to ensure that businesses operate from premises that comply with the applicable health, safety, and municipal regulatory requirements where such certification is required. This requirement is applied uniformly to all bidders to ensure fairness and consistency throughout the evaluation process. Bidders are encouraged to ensure that all mandatory documents are valid and available before submitting their quotations. For rural businesses operating in rural can obtain their fitness certificate through Local Authorities, Regional Council and Ministry of Health and Social Services.

You are requested to acknowledge receipt of this letter by email akorea@oshtc.na / procurementunit@oshtc.na using the attached form.

Yours faithfully,

pp Alukas

Ms. Anna-Liisa Korea

Head: Procurement Management Unit





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ACKNOWLEDGEMENT OF RECEIPT: ADDENDA TO THE BID DOCUMENT.

CONFIRMATION

I, of

Hereby confirm receipt of the notice to Bidders – No 1 signed at

On this this day.....

On behalf of the bidder

Apply Company Stamp: