PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations
Non-Consultancy Services

PROVISION OF DEVELOPMENT, DESIGN IMPLEMENTATION, TRAINING, MAINTENANCE AND TECHNICAL SUPPORT OF A TAXI REGISTRATION SYSTEM

BID REF. NO: NCS/RFQ/OSHTC-03/2026/2027

BID SUBMISSION:

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Deadline for request for clarifications from Bidder: **Monday, 26 October 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Friday, 30th October 2026@ 12h00PM**
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Name of Bidder:	
Email-address	
Contact Number	
Bid Amount Excl. Vat	
VAT	
Total inclusive Vat	

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Superintended Nengushe
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229600
Email	akorea@oshtc.na/procurementunit@oshtc.na	Nengushes@oshtc.na oshtc.na

Date issue: 15 October 2026

Oshakati
TOWN COUNCIL

Head Office:
906 Sam Nujoma Road
Civic Center Oshakati
Namibia
Tel: +264 65 229500
Fax: 065 220 435

Letter of Invitation

14 October 2026

Dear Sirs/Madam

RE: PROVISION OF DEVELOPMENT, DESIGN IMPLEMENTATION, TRAINING, MAINTENANCE AND TECHNICAL SUPPORT OF A TAXI REGISTRATION SYSTEM

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document.
3. Queries, if any, should be addressed to the Procurement Officials on the front page.
4. Please prepare and submit your quotation in accordance with the instructions given.

Commercial Centre of the North

Yours faithfully,

Anna-Liisa Korea
SECRETARY: PROCUREMENT COMMITTEE

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

(a) to accept or reject any quotation; and

(b) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Form of bid

This is a hard copy bid submission, and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

Bidders are requested to quote for the items mentioned in Section III by completing, signing and returning:

a) the Quotation Letter in Section II with its annex for Bid Securing Declaration

b) the List of Goods and Price Schedule Section III;

c) the Specifications and Compliance Sheet in Section V; and

d) written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws as contemplated in section 138(2) of the Labour Act, 2007 any other documents deemed appropriate.

e) Bidders are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

4. Validity of Quotations

The Quotation validity period shall be **90 days** from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, bidder the bidder shall submit with this bid document:

(a) A certified copy of a valid company Registration Certificate with **IT SERVICES/ Software development** as a core business function.

(b) An **ORIGINAL** valid good Standing Tax Certificate; (Valid at the deadline of submission of bid)

(c) An **ORIGINAL** valid good Standing Social Security Certificate; (Valid at the deadline of submission of bid)

(d) A certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; (Valid at the deadline of submission of bid)

(e) A duly completed and signed written statement by the power of attorney (or notary statement, etc.) proving that the person who signed the bid on behalf of the company, is duly authorized to do so.

(f) A duly completed and signed Quotation Letter form.

(g) Submit a completed and duly signed Price Schedule.

(h) A duly completed and signed Self-Declaration form.

(i) A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services (Valid at the deadline of submission).

(j) A comprehensive company profile.

NB. All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Validity of Document

Any bid document, as a condition for its validity:

(A). Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all sign or initiated.

(b). Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.

(c). All corrections made shall be crossed out an initialled next to the correction

9. Enquiries

a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) in the English language to the person(s)as listed in the invitation Letter with a cut -off date of three calendars before the bid submission deadline.

b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.

c) Any verbal information given or perceived to have been given shall not be biding to the Oshakati Town Council.

10. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already

lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

11. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

12. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document.

13. Services Completion Period(delivery)

The intended completion date shall be 60 days and can be extended if the need arises.

14. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Oshakati Town Council. Bidders are required to complete the provided envelop cover page and paste it on top of their bid envelop

15. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Friday 30th October 2026

Closing time: 12:00

a) Quotations by e-mail would not be considered

b) Late quotations will be rejected

16. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

17. Evaluation of Quotations

The Oshakati Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost to determine the lowest evaluated quotation.

Preliminary Design.

Bidder having submitted the lowest evaluated responsive quotation and qualified

to perform the services shall submit a preliminary design of the solution with which will be reviewed for approval before implementing. incorporate all specifications and requirements.

17. Scope of Services and Specifications

The Scope of Services detailed in Sections III are to be complied with. Bidders may propose alternatives for part of the scope substantiating that such alternatives will equally serve the interest of Oshakati Town Council. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.
Bidders must substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

18. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. Prices for the execution of services shall be fixed in Namibian Dollars as quoted

19. Margin of Preference

$$A = \frac{MP \times BP}{100}$$ **in which formula**

(a) "A" represents the amount to be determined:
(b) "MP" represents the total percentage of all margins of preferences granted in respect and
(c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Annexure 1, and as certified by an Accountant.	"manufacturer" means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether – (a) the transformation is through work; (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.

Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Women owned enterprise	1%	-IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership.	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Previously Disadvantaged person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicting the percentage of Namibian PDPs ownership.	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens.	A bidder who employs 50% or more Namibian citizens.
TOTAL	**10%**		

24. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section V: Contract and General Conditions of Contract.

25. Notification of Award and Debriefing

Oshakati Town Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within five (5) days for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within five (5) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected**.]

Quotation addressed to*:*	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to [*forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is **……** from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract prior to the expiry date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

SELF-DECLARATION FORM

Procurement Reference No: **NCS/RFQ/OSHTC-03/2026/2027**

Title: Provision of Development, Design Implementation, Training, Maintenance and Technical Support of a Taxi Registration System.

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submissions;

2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group;

3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment;

4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;

5. I/ we have not sought, attempted to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at_____ this ____day of _____ 2026

Signature (of duly authorised officer): _____

Full Name and Designation: _____

Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5)

Date: .....

Procurement Ref No.: .....

To: .....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

(a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;

(b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;

(c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or

(d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed: .....

Capacity of:.....

Name: .....
(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder)

Dated on _____ day of _____, _____

Corporate Seal
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:……

Registration Number :……

Vat Number: ……

Industry/Sector: ……

Place of Business:……

Physical Address:……

Tell No.:……

Fax No.:……

Email Address:……

Postal Address:……

Full name of Owner/Accounting Officer:……

……

Email Address:……

2. PROCUREMENT DETAILS

Procurement Reference of.:……

Procurement Description: ……

……
……

Anticipated Contract Duration: ……

Location where work will be done, good/services will be delivered:
……

3. UNDERTAKING

I …… *[insert full name]*, owner/representative

of ……*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: ……..

Date: ……..

Seal:……..

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

TERM OF REFERENCE

Procurement for Development, Implementation and Maintenance of a Public Transport Registration System for Oshakati Town Council

1. BACKGROUND AND OBJECTIVES

Oshakati Town Council intends to procure a secure, reliable and user-friendly Public Transport Registration System to enhance the registration, administration, monitoring and management of public transport operators and vehicles.

The system shall centralise registration records, improve data accuracy and accessibility, strengthen accountability, facilitate reporting and minimise manual administrative processes.

3. SCOPE OF WORK

The successful company will be required to design, develop, test, deploy on-premises, and maintain a fully custom-built system covering the following functional areas:

- Role-based user management: System Administrator, Municipal Officer, Taxi Owner, and Public portals
- Multi-step taxi operator and vehicle registration with document upload and approval workflows
- Two-tier HOD approval pipeline for applications (Officer Review → HOD Sign-off)
- Permit issuance, renewal management, and digital permit certificate generation
- Fine management: issuing, tracking, payment recording, and official fine slip printing
- Vehicle inspection scheduling and digital inspection report generation
- Integrated payment tracking for fees, fines, and permit renewals
- Public taxi verification portal accessible to members of the public
- Comprehensive reporting, analytics, and exportable data for council compliance
- On-premises deployment at Oshakati Town Council with SSL, DNS, and server configuration

Note: The system must be entirely custom-developed for the Oshakati Town Council. No off-the-shelf, white-label, SaaS, or pre-packaged solutions will be accepted.

a) **Requirements Analysis:** Consult relevant Council officials to establish operational and technical requirements.
b) **System Design and Development:** Design and develop a secure, functional and user-friendly system in accordance with approved specifications.
c) **Testing and Deployment:** Conduct functional, security and user acceptance testing, rectify defects and commission the system.

d) **Data Migration:** Facilitate the secure transfer of existing registration records, where applicable and approved.
e) **Training:** Provide practical user and administrator training, including relevant manuals.
f) **Maintenance and Technical Support:** Provide troubleshooting, system updates, security maintenance and post-implementation support.
g) **Documentation and Handover:** Submit all relevant technical documentation and complete the formal system handover.

3. MINIMUM SYSTEM REQUIREMENTS

i. Registration and management of public transport operators and vehicles.
ii. Unique registration numbers and electronic record management.
iii. Registration status, renewals and expiry-date monitoring.
iv. Efficient searching, updating and retrieval of records.
v. Generation and printing of registration certificates and reports.
vi. Secure user authentication and role-based access controls.
vii. Data protection, backup and recovery mechanisms.
viii. Monitoring, statistical reporting and administrative oversight.
ix. Provision for future system upgrades and enhancements.
x. All functionalities shall be subject to the Council's approved technical specifications.

4. RESPONSIBILITIES OF THE COUNCIL

Oshakati Town Council shall provide relevant operational information, designate responsible officials, facilitate consultations, review and approve specifications, participate in system testing and identify employees for training.

5. CONTRACT DURATION AND PAYMENT

The bidder shall submit a detailed implementation schedule covering system development, testing, deployment, training and handover, together with the proposed maintenance and support period.

A comprehensive financial proposal shall specify development, implementation, training, licensing, hosting, maintenance and any recurring costs.

Payments shall be subject to satisfactory completion and formal acceptance of agreed deliverables by the Council.

6. KEY DELIVERABLES

(a) Approved requirements analysis and system design documentation.
(b) A fully functional, tested and operational Public Transport Registration System.
(c) Successful system deployment and user acceptance.
(d) Completed staff training and relevant user manuals.
(e) Technical documentation, backup procedures and formal handover.

(f) An agreed maintenance and technical support plan, including response times and escalation procedures.

7. BIDDER QUALIFICATIONS

Bidders shall demonstrate relevant experience in software development, registration or database management systems, suitably qualified personnel and successful completion of comparable assignments.

A technical proposal, implementation methodology and maintenance and support plan shall accompany the bid.

8. PERFORMANCE AND CONTRACT MANAGEMENT

The successful bidder shall report to the Council's designated representative, provide progress updates and promptly communicate project risks or delays.

The system shall meet the approved specifications, operate reliably, protect Council information and receive technical support throughout the agreed contractual period.

Any variation to the approved scope shall require prior written approval from Oshakati Town Council.

All deliverables shall be subject to Council verification, approval and formal acceptance.

2. TECHNICAL QUALIFICATION REQUIREMENTS

Responding companies must demonstrate specific technical capability and relevant experience. The Council requires proven expertise in custom software development within the Namibian market. The technical requirements below are strictly enforced.

2.1 Live Payment System Experience — STRICTLY REQUIRED

This requirement is non-negotiable.
The responding company MUST have designed, developed, and deployed at least ONE payment system that is currently LIVE and operational in the industry. The payment integration must process real financial transactions (not test/sandbox-only environments). Systems developed for third parties or internal use are accepted, provided they are actively in production.

Ref.	Requirement	Evidence Required	Status
PS-01	Minimum 1 live, production payment system developed from scratch by the company — currently operational	Portfolio submission with system name, client name, URL/access credentials, date of go-live, and payment gateway used	**MANDATORY**
PS-02	Payment system must process actual financial transactions — not proof-of-concept, demo, or test environments	Screenshot evidence or live demonstration with transaction logs (client details may be redacted for confidentiality)	**MANDATORY**
PS-03	Reference contact from the client organisation for whom the payment system was built, available for verification by the Council	Reference letter from client on client letterhead, or contactable reference name, title, phone, and email	**MANDATORY**
PS-04	Description of the payment gateway(s) integrated (e.g. FNB Pay, Standard Bank PayWeb,	Technical description in company portfolio	**MANDATORY**

Ref.	Requirement	Evidence Required	Status
	PayToday, DPO Group, or other)	or proposal narrative	

2.2 Custom Application Development in the Namibian Market

The Council places high value on demonstrated experience in the Namibian software development landscape. Responding companies must have built and delivered working, custom-developed software applications for clients operating in Namibia.

⚠ Off-the-shelf solutions, resold platforms, white-label products, or heavily templated frameworks passed off as custom development will be disqualified.

Ref.	Requirement	Evidence Required	Status
NA-01	At least 2 custom-developed software applications built for Namibian clients — currently operational or successfully delivered within the last 5 years	Portfolio with project name, client name, project description, year of delivery, and technology stack used	**MANDATORY**
NA-02	At least 1 application must have been delivered for a government body, municipality, state-owned enterprise, or regulated industry in Namibia	Project summary, client confirmation letter, or contractual reference document	**HIGHLY PREFERRED**
NA-03	Evidence that the software was custom-built and is not a licensed, resold, or adapted version of an existing commercial product	Statutory declaration by company director confirming the work is proprietary and custom-developed	**MANDATORY**
NA-04	Description of the development methodology used (Agile, Scrum, Waterfall, etc.) and tools employed	Included in the technical capability statement	**MANDATORY**

2.3 Web-Based Platform & System Development Experience

Ref.	Requirement	Evidence Required	Status

Ref.	Requirement	Evidence Required	Status
WB-01	Proven experience developing web-based, browser-accessible applications (not desktop-only or mobile-only)	Portfolio evidence with live URLs or demonstrable access	**MANDATORY**
WB-02	Experience with role-based access control systems (multi-user, multi-role platforms)	Description in capability statement with named example project	**MANDATORY**
WB-03	Experience with document management, digital form submission, and approval workflow systems	Named example in portfolio or technical narrative	**PREFERRED**
WB-04	Experience with digital certificate or permit issuance systems	Portfolio reference or technical description	**PREFERRED**
WB-05	On-premises deployment experience (server configuration, SSL, DNS setup for client infrastructure)	Narrative description of at least 1 on-premises deployment project completed	**MANDATORY**

2.4 Team & Human Resource Capability

Ref.	Requirement	Evidence Required	Status
HR-01	At least 2 full-time software developers with verifiable qualifications (Degree, Diploma, or internationally recognised certification in software development / computer science)	Certified copies of qualifications and CVs for each developer	**MANDATORY**
HR-02	At least 1 designated Project Manager with experience managing software delivery projects	CV and list of projects managed, with timelines and outcomes	**MANDATORY**
HR-03	Developers must be based in Namibia or able to provide on-site support at Oshakati Town Council	Declaration on company letterhead confirming in-	**MANDATORY**

Ref.	Requirement	Evidence Required	Status
	during deployment and training phases	country capacity	
HR-04	Demonstrable capacity to provide post-go-live technical support and system maintenance	Outline of support model, response times, and escalation process	**MANDATORY**

3. FINANCIAL STANDING REQUIREMENTS

Responding companies must demonstrate financial stability and the capacity to sustain a project of this nature through to completion without disruption.

Ref.	Requirement	Evidence Required	Status
FIN-01	Audited or reviewed financial statements for the most recent 2 financial years, revenue exceeding 500 000.00	Copy of signed financial statements (Balance Sheet, Income Statement)	**MANDATORY**

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number **NCS/RFQ/OSHTC -03/2026/2027**

Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required.

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	See specifications and technical above	1	each		
2	Printer	1	each		
3	Desktop & monitor	1	each		
			Other additional costs		
			Subtotal		
			VAT @ %		
			Total		

Enter 0% VAT rate if VAT exempt.

** Columns A to D to be completed as applicable by Public Entity.*

Priced Activity Schedule Authorised by*: [insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

No.	Feature	Ministry Specification	Our Confirmation	Compliance
1	Operating System	Microsoft Windows 11 Professional (64-bit) or latest equivalent	We confirm that the computers will be supplied with Microsoft Windows 11 Professional or the latest available required version at the time of supply.	
2	Processor	Intel Core i5 Ultra / AMD or equivalent	We confirm that the computers will be supplied with processors meeting or exceeding the specified Core i5 requirement, including the required generation/specification.	
3	RAM	16GB DDR4/DDR5	We confirm that the computers will be supplied with 16GB DDR5 RAM.	
4	Hard Drive	512GB SSD	We confirm that the computers will be supplied with a minimum 512GB SSD.	
5	Audio	Integrated High-Definition Audio	We confirm integrated High-Definition Audio.	
6	Front I/O Ports	1 × headset connector and 1 × USB 3.0	We confirm that the configuration supplied will include the required front headset connector and USB 3.0 port.	
7	Rear I/O Ports	1 × audio-in, 1 × audio-out, 1 × RJ-45, 1 × USB 3.0, USB-C, 1 × VGA and 1 × HDMI	We confirm that the configuration supplied will include the required rear I/O ports as specified in the bidding documents.	
8	Display	As specified	We confirm that the monitor supplied will be a minimum 19.5-inch LED display with 1920 × 1080 Full HD resolution.	
9	Graphics	On-board shared graphics	We confirm integrated/on-board shared graphics meeting the requirement.	
10	Input Devices	USB optical scroll mouse and keyboard	We confirm supply of a USB optical scroll mouse and keyboard.	
11	Network Interface	Standard on-board RJ-45 interface	We confirm an on-board RJ-45 network interface.	
12	Wireless	Wireless 802.11ac	We confirm wireless connectivity meeting the required 802.11ac specification.	
13	Accessories	All necessary cables and accessories; power cable with 3-pin plug	We confirm that all necessary cables, power cables and required accessories will be compatible and supplied with a 3-pin plug.	
14	Warranty	Three (3) years	We confirm a three-year warranty on the equipment supplied, subject to the applicable manufacturer's warranty terms.	

4.4.3 Multifunction Color Printers

	TO COMPLETE — Quantity: _____		FOR BIDDER TO COMPLETE	
Features	**Description**	**Yes**	**No**	**Deviation (if any)**
Three-in-one functions	Print, copy, scan			
Print speed black	20 ppm			
Print speed color	20 ppm			
Print resolution, color	1200 × 1200 dpi			
Recommended Print Volume	250–2500 pages			
Paper handling input	250-sheet input tray			
Paper handling output	50-sheet output tray			
Duplex printing	Automatic			
Document finishing	Sheet feed			
Media sizes	A4, Letter, legal, statement, executive, index cards, envelopes			
Media types	Paper, envelopes, labels, cardstock, transparencies, heavy media			
Memory	128 MB			

Print languages	PCL 6, PCL 5c, PostScript Level 3 emulation			
Scanner type	ADF; Flatbed			
Scan resolution, optical	2400 dpi			
Bit depth	48-bit			
Automatic paper sensor	Yes			
Copy speed, black	24 cpm			
Copy speed, color	24 cpm			
Copy resolution, black	1200 optimized dpi from 600 input dpi			
Copy resolution, color	4800 × 1200 optimized dpi from 1200 input dpi on photo paper			
OPTIONAL FEATURES				
Connectivity	Hi-Speed USB — compatible with USB 3.0 specification, Ethernet Interface (1000 Base-T/100-Base TX/10-Base-T), Near Field Communication (NFC)			
Accessories	USB cable and all necessary accessories should be included			
Warranty	Three (3) years			

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OSHTC-03/2026/2027

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	***B****	***C***	***D***
1	TERMS OF REFERENCE		
2	TECHNICAL REQUIREMENTS		
3	PRINTER		
4	DESKTOP AND MONITOR		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

4. EVALUATION CRITERIA & SCORING

Eligibility Criteria Evaluation

The eligibility criteria will be assessed based on a **Yes or No / Pass or Fail**. Only bidders who score a **Yes** for all the required (mandatory) documents as stated in **TABLE 1**, will proceed to the next phase (Stage 2 - technical evaluation). A bidder that scores a **NO** in any of the criteria will be deemed non-responsive and be disqualified.

Table 1: Eligibility and qualification Criteria

	Attribute	Special Considerations	Tick off List	Weightings
Stage 1	**Mandatory documents (**To be submitted as proof that the bidder is in compliance with the requirements of the Public Procurement Act 2015 and requirements of NamPower.)	1. A valid certified copy by a Commissioner of Oath of a Company Registration Certificate issued by Business and Intellectual Property Authority (BIPA). All bidders must be incorporated in Namibia. (i) an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia; (ii) co-operative registered under the laws regulating co-operatives in Namibia; (iii) trust registered under the laws regulating trusts in Namibia; or (iv) partnership or a joint venture or similar arrangement, **(In all these formations, Namibian citizens must own not less than 51 percent equity.** **In respect of trusts, bidders should include a resolution taken by the trustees of a trust indicating that the proceeds of this bid will be distributed to beneficiaries that meet the requirements of the bid, namely that 51% of the beneficiaries as listed in the Trust Deed are Namibian citizens. The resolution must also specifically name of the beneficiaries which constitute Namibian beneficiaries and the percentage allocation per beneficiary.** **NB. Bidder shall submit certified copies of registration documents or any other relevant document applicable, illustrating the existence of the legal entity (whether company, close corporation, partnership or a Joint Venture and in the event of**		**Pass/Fail criteria**

		trusts, trust deed or in the event of a partnership or Joint Venture – partnership or Joint Venture agreement. If the bidder is owned by a juristic/legal person(s), the registration document of such shareholders must also be submitted, showing the beneficial ownership of the bidder except in instances where the bidder is owned by a natural person(s).) 2. Bidders shall provide certified copies of identity documents of the Shareholders, Members, Beneficiaries and their corresponding share certificates. 3. A **valid** original certificate of Good Standing with Receiver of Revenue (or certified copy by **a Commissioner of Oath**) 4. A valid original, valid certified copy (certified by a Commissioner of Oaths or Namibian Police Officer) or a printout of a valid electronic/online document subject to the authentication or validation of such printout during the bid evaluation process in accordance with the authentication or validation guidelines of the issuing authority of a Good Standing Certificate from the Social Security Commission (SSC). Where the bidder (i.e., company) has no employees, the Bidder shall submit a confirmation letter from SCC; 5. **Duly Signed and stamped** bid Securing Declaration (Part of bid document) 6. A **valid** certified copy by **a Commissioner of Oath** of Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; 7. **Completed and sign** Self-Declaration form; (Part of bid document) 8. An undertaking on the part of the Bidder in terms of Section 138 of the Labour Act 2007 and section 50(2)(D) of the Public Procurement Act, 2015;		
	Qualification criteria (To be submitted to ascertain that the bidder has	1. Does the bidder commit to the delivery schedule? (**See and agree by signing on Section V on the Schedule of Requirements bullet 1. "List of Goods and delivery schedule").** 2. Technical and certification training included as per **(See and agree by signing on Section V on Schedule of Requirements bullet 2 "List of related services")** **3.** Mandatory Technical Specification compliance (Per lot) (Complete Section V on "Mandatory Technical		**Pass / Fail criteria**

	relevant experience and has the knowledge and expertise i.t.o delivery of goods and services offered)	Specifications for each lot. 4. **References as per bid document and all other mandatory documentation**		

RFP submissions will be evaluated and scored on the following criteria. Only the highest-scoring companies will be invited to submit a full Request for Proposal (RFP).

Criterion	**Max Points**	**Notes**
Live payment system(s) — number, complexity, and recency of systems developed	**25**	At least 1 required; additional systems score higher
Custom software applications developed for Namibian clients — quality and relevance	**20**	Min. 2 required; government/public sector experience scores highest
Technical capability: web platform experience, technology stack, and system complexity	**20**	Assessed from portfolio and capability statement
Team qualifications and demonstrated development capacity	**15**	Based on CVs and qualification certificates submitted
Financial standing and organisational stability	**10**	Assessed from financials and bank statements
Experience with on-premises deployment in institutional environments	**10**	Scored from portfolio and narrative description
TOTAL	**100**	

Shortlisting Threshold:
Only companies scoring 70 points or above will be shortlisted for the full RFP stage. The Council is not obligated to shortlist any company or to proceed to the RFP stage if no EOI submissions meet the required threshold.

SUBMISSION CHECKLIST

Use this checklist to verify your submission is complete before the closing date. An incomplete submission will be disqualified without correspondence.

✓	Document / Requirement	Reference
☐	Technical capability statement — including full project portfolio	**Section 2**
☐	Evidence of at least 1 live, production payment system — with client reference	**PS-01 to PS-04**
☐	Evidence of at least 2 custom-developed Namibian applications	**NA-01 to NA-03**
☐	Statutory declaration confirming no off-the-shelf solutions submitted	**NA-03**
☐	CVs for all developers and project manager	**HR-01 / HR-02**
☐	Certified copies of developer qualifications / certifications	**HR-01**
☐	Declaration confirming team is Namibia-based	**HR-03**
☐	Audited / reviewed financial statements — last 2 years	**FIN-01**

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of NCS - Ref. **NCS/RFQ/OSHTC-03-GCC** on the website of the Public Entity *www.oshtc.na* except where modified by the Special Conditions below.

SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/OSHTC-03/2026/2027**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC Reference	Special Conditions
Definitions **GCC 1.1(a)**	Adjudicator is **Not Applicable for this contract**
Definitions **GCC 1.1(l)**	The Member is: **no joint ventures are allowed for this contract therefore no member.**
Definitions **GCC 1.1(o)**	The Service Provider is: ……
Notices **GCC 1.4**	Any notice shall be sent to the following addresses: For the [Public Entity], the address and the contact's name shall be: **Oshakati Town Council,** **Procurement Management Unit** **Sam Nuyoma Drive, Private Bag 5530, Oshakati** **Att: Anna-Liisa Korea** **Head of Procurement** **+264 65 229500/535** **akorea@oshtc.na** For the [Service Provider], the address and contact name shall be: _____ _____ _____ _____
Authorised Representatives **GCC 1.6**	The Authorised Representatives are: For the Public Entity: **Sup. Salomo Nengushe** For the Service Provider _____ _____
Effectiveness of Contract **GCC 2.1**	The date on which this Contract shall come into effect is the **same date of appointment letter.**

Starting Date **GCC 2.2.2**	The intended starting date for the commencement of Services is **November 2026**.
Intended Completion Date **GCC 2.3**	The intended completion date is **60 days.**
Prohibition **GCC 3.2.3(c)**	List of Activities: as per **Section III: List of Goods and Price Schedule**
Service Provider's Actions Requiring Public Entity's Prior approval **GCC 3.7(c)**	The other actions are **NA**
Documents Prepared by Service Provider to be the Property of the Public Entity **GCC 3.9**	Restrictions on the use of documents prepared by the Service Provider are: **NA**
Payments of Liquidated Damages **GCC 3.10.1**	Liquidated damages for the whole contract are *[insert percentage of the final contract price]* per week. The maximum amount of liquidated damages for the whole contract is *[insert percentage]* of the final contract price. **NA**
Lack of Performance Penalty **GCC 3.10.3**	The percentage ***NA*** to be used for the calculation of lack of Performance Penalty (ies) is _____. *(Where applicable) NA*
Performance Security **GCC 3.11**	(i) No Performance Security is required*

Assistance and Exemptions **GCC 5.1**	The assistance and exemptions provided to the Service Provider are *(where applicable)*: _____**NA**_____
Contract Price **GCC 6.2(a)**	The amount in local currency is **Namibian Dollar**.
Terms and Condition of Payment **GCC 6.4**	Insert the payment terms in line with the GCC. **Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents**
Interest on Delayed Payments **GCC 6.5**	**Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents.** The interest rate is _____***NA***_____.
Price Adjustment **GCC 6.6.1**	Price adjustment ***not*** applicable.
Identifying Defects **GCC 7.1**	The defect liability period is: _____NA_____
Dispute Settlement **GCC 8.2**	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement **GCC 8.2.3**	Not Applicable
Dispute Settlement **GCC 8.2.4**	N/A
Dispute Settlement **GCC 8.2.5**	Not Applicable

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/OSHTC-03/2026/2027

Description	**Yes**	**No**
Quotation Letter Bid Validity Period		
A signed Bid Securing Declaration		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A certified copy of a valid Company Registration sewage treatment as core business function.		
An **ORIGINAL** valid good Standing Tax Certificate; (Valid at the deadline of submission of bid		
An **ORIGINAL** valid Good Standing Social Security Certificate;(Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate		
A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).		
Two client reference letters, the reference letters should contain the following information as a minimum: • Client Name • Client contact details and client date stamp • Service rendered		
Qualifications		
Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.		
A comprehensive company profile		
(k) Two (2) years' experience on assignments/ projects of similar nature		
Requested certified copies of documents shall only be considered if (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963		
All bids that do not comply with the eligibility criteria or any other		

requirement in this document will be disqualified.		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

Contract Agreement

THIS AGREEMENT made on the _____day of _____ between_____(hereinafter **"the Employer**"), of the one part, and _____hereinafter "**the Contractor**"), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2.The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents**.**

(a) the Notification of award

(b) the Bid

(c) the Addenda Nos_____

(d) the Appendix to the General Conditions of Contract

(e) the General Conditions of Contract;

(f) the Specification

(g) the Drawings*;* and

(h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4.The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by:_____

For and on behalf of the Employer

In the presence of_____

_____

Witness Name, Signature, Address, Date

Signed by:_____

For and on behalf of the Contractor

In the presence of: _____

_____

Witness Name, Signature, Address, Date

ENVELOP COVER

PROVISION OF DEVELOPMENT, DESIGN IMPLEMENTATION, TRAINING, MAINTENANCE AND TECHNICAL SUPPORT OF A TAXI REGISTRATION SYSTEM.

PROCUREMENT REFERENCE NO.: NCS/RFQ/OSHTC-03/2026/2027

DELIVERY ADDRESS FOR:
Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500

CLOSING TIME AND DATE: FRIDAY, 30th OCTOBER 2026 at 12h00

FROM:

COMPANY NAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____