



PROCUREMENT MANAGEMENT UNIT

NOTICE TO BIDDERS

09 October 2026

NOTICE TO BIDDERS – NO 1 (CORRECTIONS ON BIDDING DOCUMENT AND ADDITIONAL DOCUMENTS)

REFERENCE NUMBER: SC/RP/OSHTC-01/2026/2027

CONSULTANCY SERVICES FOR THE PROVISION OF TRAINING ON INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR OSHAKATI TOWN COUNCIL EMPLOYEES

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. **Kindly note that the deadline for request for clarifications from Bidders was Tuesday, 6 October 2026. Council will only give clarifications on question raised before the 06 October 2026.**

Q 1. With regards to the above mentioned tender, is there a possibility we can obtained the following items in preparation for the tender submission:

- **Latest financial statements (audited or draft)**
- **Organisational structure in the finance department**

The above information would enable us to have a broader overview of the needs of the town council when it comes to the applicable standards amongst the 42 IPSAS, we can then give offer training that fits the council's needs. **The information is attached to this notice.**

Q 2. Please see responses below:

- **Number of Participants:** We confirm the total number of 15 participants with a composition of 8 Finance staff and 7 Heads of Department

Answer: Total number of **15 participants.**

NB: Kindly take note that the closing date of this bid is extended until **14 October 2026 @12h00.**

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

Yours faithfully,



09 OCT 2026

Ms. Anna-Liisa Korea

Head: Procurement Management Unit





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**CONSULTANCY SERVICES FOR THE PROVISION OF TRAINING ON
INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR
OSHAKATI TOWN COUNCIL EMPLOYEES**

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: