Oshakati
TOWN COUNCIL

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Addendum No. 1 – Responses to Bidder Clarifications

Bid Ref. No.: NCS/RFQ/OSHTC-03/2026/2027 – Provision of Development, Design Implementation, Training, Maintenance and Technical Support of a Taxi Registration System

To: All prospective bidders

In terms of Section I, clauses 9(b) and 11, Oshakati Town Council issues the following responses to written clarification requests received. This addendum forms part of the bidding document and must be initialled and submitted with the quotation. Where this addendum conflicts with the original document, this addendum prevails.

Closing date: [Unchanged] – **Friday, 30 October 2026 at 12h00**

A. Joint ventures, consortia and subcontracting

Q1. Joint ventures, consortia and partnerships are **not permitted**. The Special Conditions of Contract (GCC 1.1(l)) prevail. References to joint ventures in the Stage 1 eligibility table and the Bid Securing Declaration are standard template wording and do not apply.

Q2. Subcontracting is permitted only with the Council's prior written approval, and the bidder remains fully responsible for the entire contract.

- (a) A maximum of [30] % of the contract value may be subcontracted.
- (b) Named subcontractors must submit a company registration certificate and valid Tax and Social Security good standing certificates.
- (c) No. All mandatory qualification requirements (PS, NA, WB, HR and FIN) must be met by the bidding entity itself. Subcontractor experience, staff or financials will not be counted.

Q3. Not applicable – see Q1.

B. Newly registered entities and financial standing

Q4. The currency is Namibian Dollars (NAD). Revenue must exceed NAD 500,000.00 **in each** of the two most recent financial years.

Q5. FIN-01 is mandatory and remains unchanged. Management accounts, bank letters, letters of support or the financial records of other parties will not be accepted in place of audited or reviewed financial statements.

Q6. The two years' experience must be that of the bidding entity. The experience of directors, staff or subcontractors may be shown in CVs but does not substitute for corporate experience.

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Q7. Bank statements are not required. Financial standing is assessed on the FIN-01 financial statements only (see Q24).

C. Technical qualification requirements

Q8. The live payment system must have been developed by the bidding entity. Systems built by directors or staff before incorporation, or under former employers, do not qualify. Systems built for third-party clients are acceptable. Where client confidentiality prevents sharing access credentials, a live demonstration or redacted transaction logs (PS-02) will be accepted, together with the system name, client, go-live date and gateway used.

Q9. NA-01 references must be projects executed by the bidding entity. The NA-03 statutory declaration has no prescribed wording; it must be on company letterhead, list the applications submitted under NA-01, confirm they were custom-developed by the bidder and are not licensed, resold or adapted commercial products, and be sworn before a Commissioner of Oaths.

Q10. NA-02 is not mandatory and carries no points. Failure to submit it will not disqualify a bid (see Q24).

Q11. The developers and project managers must be employees of the bidding entity. Submit for each: CV, certified qualifications, and a copy of the employment contract or a signed confirmation of employment on company letterhead.

Q12. [ICT to confirm server operating system, database platform, virtualisation, network, SSL and DNS arrangements.] The Council will provide the server hardware, operating system license and connectivity. The bidder must price any other software licenses required by its solution, plus installation, SSL configuration and DNS setup.

Q13. The Council has no preferred gateway. Bidders must propose a Namibian-supported gateway. The merchant account will be in the Council's name, and its setup and transaction fees are for the Council's account; the integration cost must be included in the bidder's price.

Q14. [Council to confirm approximate record volumes for operators, vehicles, permits and fines, and current format, e.g. Excel registers / paper files.]

Q15. [Council to confirm estimates, e.g. administrators: __; municipal officers: __; taxi owners: _; public verification: __ per month.]

Q16. Bidders must propose a maintenance and support period of at least 12 months after go-live, with response and resolution times by severity and an escalation procedure (ToR 6(f)). Support costs must be itemised separately from the 60-day development phase, priced per year.

Q17. All intellectual property, including full source code, databases and documentation developed under this contract, will vest in Oshakati Town Council on final handover. The bidder may not resell or reuse the system for other clients.

D. Scope, price schedule and specifications

Q18. Yes, hardware forms part of this tender. Quantities are **1 × multifunction colour printer** and **1 × desktop with monitor**, priced separately as Line Items 2 and 3 to the specifications on pages 23–24. [Council to confirm quantities.]

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Q19–Q21. The binding scope and specifications, read together, are:

1. Terms of Reference (pages 14–16), including both items numbered "3"
2. Technical Qualification Requirements, sections 2.1–2.4 (pages 17–20)
3. Financial Standing Requirements (page 21)
4. Hardware specifications (pages 23–24)

References to "Section III" refer to the above. The Priced Activity Schedule is the schedule on page 22. Numbering errors do not affect the scope; no re-issued index will be provided.

Q22. Yes. As the schedule itself allows, bidders must break Line Item 1 into separate rows for: requirements and design, development, implementation and deployment, data migration, training, licensing (if any), and maintenance and support (per year).

Q23. The evaluated price is the total of all line items, including hardware and the first 12 months of maintenance and support.

E. Evaluation process

Q24. This is a single-stage Request for Quotations. Evaluation is as follows:

1. **Stage 1 – Eligibility:** pass/fail on all mandatory documents.
2. **Stage 2 – Technical and financial qualification:** pass/fail on all requirements marked MANDATORY (PS, NA, WB, HR, FIN). Items marked PREFERRED or HIGHLY PREFERRED are not disqualifying.
3. **Stage 3 – Price:** award to the lowest evaluated, substantially responsive and qualified quotation, after applying margins of preference (clauses 17 and 24).

The 100-point scoring table, the 70-point shortlisting threshold and all references to an RFP or EOI stage **do not apply**. The selected bidder will submit a preliminary design for approval before implementation (clause 17).

Q25. Confirmed. "NamPower" should read "Oshakati Town Council". This is a single lot. Equipment compliance applies only to the printer and desktop (Line Items 2 and 3), confirmed by completing the specification and compliance sheets.

Q26. On-premises experience (WB-05): a narrative of at least one completed project stating client, date, and the server, SSL and DNS work performed. Financial standing: the FIN-01 financial statements only.

F. Eligibility documents and formalities

Q27. Confirmed – "sewage treatment" in Schedule 3 is a clerical error and should read "IT services / software development". A certified BIPA registration document (including a CC1 Founding Statement) is acceptable, provided the principal business stated covers IT services or software development.

Q28. Copies must be certified by a Commissioner of Oaths (or, for the SSC certificate, a Namibian Police officer). No maximum age of certification applies, but each certificate must be valid at the closing date. Tax and SSC good standing certificates may be submitted as originals, certified copies, or verifiable online printouts, as stated in the Stage 1 table.

Q29. Social Security: yes, a confirmation letter from the SSC is accepted where the bidder has no employees. Affirmative Action: proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or a Section 42 exemption is required. A self-declaration is not accepted.

Q30. The Fitness Certificate remains mandatory. It must be issued by the health department of the local authority where the bidder's business premises are located (e.g. City of Windhoek) and be valid at the closing date.

Q31. The correct reference is section 138 of the Labour Act, 2007 (Act No. 11 of 2007). The reference to "2015" on the form is a typing error. The form in the document may be used as is.

Q32. The company stamp is required on designated signature blocks only. Every page of the bid and its annexures must be signed or initialled (Section I, clause 6). Retyped forms are acceptable per clause 3(e), provided they are reproduced accurately.

Q33. Confirmed – Monday, 26 October 2026 is the final date for clarification requests. This addendum will be circulated by [date].

Q34. A single sealed envelope containing all components is required (clause 14), with the envelope cover page attached.

G. Margins of preference and contract terms

Q35. The documents required for each margin are listed in the clause 19 table. The manufacturer margin does not apply, as this is a services contract. The environmental margin also does not apply, as no environmental criteria are specified in this bidding document. The remaining margins (MSME, women, youth, PDP, Namibian employment) may be claimed up to their stated percentages.

Q36. The 60 days cover development, testing, deployment, training and handover (go-live). The maintenance and support period follows go-live. Phased delivery with milestone acceptance within the 60 days is acceptable. Extensions may be granted by written agreement (clause 13).

Q37. Yes. Bidders should propose milestone payments linked to deliverables in ToR section 6. Each payment is made within 30 days of a correct invoice following the Council's formal acceptance of the deliverable.

Q38. Confirmed. No performance security is required (GCC 3.11); the Bid Securing Declaration is the only bid security.

Q39. The General Conditions of Contract are available at www.oshtc.na [or attached to this addendum – Council to confirm]. The 90-day bid validity period is confirmed (Section I, clause 4).

All other terms and conditions of the bidding document remain unchanged. Bidders must initial each page of this addendum and include it in their quotation.

OSHAKATI TOWN COUNCIL
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23 OCT 2026
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