

EXPRESSION OF INTEREST (EOI)
Request for pre-qualifications
[Issued in terms of section 42(1) and (2) of the Public Procurement Act, 2015]
(Works)

**EXPRESSIONS OF INTEREST FOR THE SUBCONTRACTING OF
CONSTRUCTION OF BASIC SPORT FACILITIES IN OSHANA REGION
(ONDANGWA RURAL AND ONGWEDIVA CONSTITUENCY)**

(Issued 09 March 2026)

Procurement Reference No: W/EOI/RCC-10/2025/26

Name of Bidder	
Contact Person	
Contact number	
E-mail Address	

CLOSING DATE: FRIDAY 13 MARCH 2026 @16H00 AM

Board of Directors: Dr L. Namoloh (Chairperson), Mr. S Nikodemus (Director)
Ms. L. Kazetjikuria (Director), Mr. R.N Mbala (Director)
Interim Chief Executive Officer: Mr. D. Nelumbu
Registration Number 2000/107

NOTICE TO BIDDERS

- **Please take note to initial all pages of the bidding document and initial all the supporting documents including company profiles, brochures, Failure to do so will result in disqualification of the bidder.**
- **Take note to sign all relevant pages as stipulated in the bidding document.**
- **Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatures.**
- **Please take note to submit One (1) original and One (1) copy together with supporting documents.**

Letter of Invitation

09 March 2026

Dear Sir/madam

Expressions of Interest for the Subcontracting of Construction of Basic Sport Facilities in Oshana Region

Roads Contractor Company (RCC), in collaboration with the Office of Oshana Regional Governor invites you to submit your interest for the items described in detail hereunder. **This bid is reserved for Namibian registered entities as required in terms of the amended section 29 (1) (b), the entity(ies) is/are incorporated or registered in Namibia in terms of the Public Procurement Act, 2015 (Act No. 15 of 2015).**”

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed in writing to Roads Contractor Company’s email address: Amon.Shangano@rcc.com.na

Yours faithfully,



Mr. Amon Shangano
Procurement Management Unit

Section 1: Terms of Reference

1. Introduction

The Roads Contractor Company (RCC) has been awarded as a main contractor to construct the Basic Sport Facility in Oshana Region by the Office of the Oshana Regional Governor. In executing this project, RCC would like to sub-contract the work with the entities within Oshana Region. It is for this reason that RCC and Oshana Regional Governor are seeking for the qualified, cable and experienced subcontractors to submit their expression for the subject tender.

2. Scope of the Assignment

Subcontractors are needed for the following work:

- Fencing
- Welding Work
- Plumbing
- Electrical
- Construction of Toilets and Changing Rooms

3. Project Delivery

- Jointly execute the construction of Basic Sport Facility under agreed contract terms.
- Contribute skilled personnel and machinery
- Guarantee timely completion of works within budget and quality standards.

4. Compliance and Governance

- Uphold principles of transparency, accountability, and fair business practices.
- Comply with the Public Procurement Act, 2015 (Act No. 15 of 2015), RCC policies, and all applicable statutory requirements.

5. Expected Deliverables

Subcontractors will:

1. Be eligible for subcontracting work for the construction of Basic Sport facility in Oshana Region.
2. Enter into subcontract agreements with RCC for this projects.
3. Ensure project-specific deliverables are completed to required standards.

6. Duration of Assignment

- The subcontracting will be valid for the duration of this project only.

7. Reporting & Liaison

- The subcontractor shall report to RCC's appointed Project Manager/ Coordinator.
- Regular progress meetings and reports will be required to ensure accountability and performance monitoring.

Section 5: Preliminary Criteria (Mandatory)

To be eligible to participate in this exercise, you should submit the following documents:

- (a) have a valid company Registration Certificate
- (b) have an original good Standing Tax Certificate;
- (c) have an original/certified good Standing Social Security Certificate;
- (d) have a valid certified copy of 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;
- (e) Vendors are required to provide a valid Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates
- (f) Submit signed Bid-securing Declaration; and **initial all the pages** of the bidding document
- (g) An 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
- (h) A comprehensive company profile (Brochure with list of construction works done in the past)
- (i) Evidence of list of at least three references indicating similar work completed in the last five (5) years.

Please indicate (tick) your Category

A	B	C	D	E
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CATEGORY	DESCRIPTION
A	Fencing
B	Welding
C	Plumbing Work
D	Electrical
E	Construction of Toilets and Changing Rooms

No	Mandatory Documents	Responsive	Non Responsive
1.	Bidder has submitted an original copy of company registration founding statement (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).		
2	Bidder has an original valid good Standing TAX Certificate		
3	Bidder has an original valid good Standing Social Security Certificate		
4	Bidder has a valid certified copy of Affirmative Action Compliance Certificate, proof of Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 (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).		
5	Bidder has a valid Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates		
6	Bidder has Submitted a signed Bid-securing Declaration; and initial all the pages of the bidding document		
7	An 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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.		
12	Evidence of list of at least three references indicating similar work completed in the last five (5) years		
Overall Legal Compliance			
NB: Submission of the above is MANDATORY and any bidder who did not submit all these document will be deemed non-responsive at this stage will not be considered further			

6. Technical Evaluation

Minimum three (3) years' experience.

The subcontractor shall be from Oshana Region

Three reference Letters for similar work completed in the last five (5) years.

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(1)(b) and 37(5)) Date:

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Procurement Ref No.: W/EOI/RCC-10/2025/26

To: Roads Contractor Company Limited

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:

.....
[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

.....
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[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

Written 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 No.:

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.*

BANK ACCOUNT BALANCE AND PROJECT FUNDING CONFIRMATION

Date:

Procurement Ref No.:

To:

I/We* understand that as part of the mandatory requirements the applicant must declare the company bank balance and confirm the funding of the project implementation up to N\$. (Category) include in the bidding document as the requirement for a declaration.

I/We* accept that as per the mandatory requirement, I/we* may be suspended or disqualified in the event of

- (a) refusal as a potential partner to declare and confirm the bank balance and the project funding requirement,
- (b) failure to sign a procurement contract in accordance with the terms and conditions setforth in the bidding document, should I/We* be successful bidder; or

I/We* understand that should we not meet the project funding and confirmation of bank balance requirements as per the bidding document this bid performance declaration ceases to be valid if I am/We are* not the successful Bidder.

Signed:

[Insert signature of person whose name and capacity are shown]

Capacity of:

[Indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

[Insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____

[insert date of signing]

Corporate Seal (where appropriate)

2. Clarification of Documents

- (a) A prospective bidder requiring any clarification of the bid document may notify RCC in writing at the email address indicated in this bid (Amon.Shangano@rcc.com.na).
- (b) Reply to any clarifications sought by the bidder within **3 days** of receiving the request to enable the bidder to make timely submission of its bid.

3. PRE-BID MEETING

None

4. Sealing and Marking of Application

Application should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact

5. Submission Guidelines

Closing Date: Friday, 13 March 2026 at 16h00 AM (Namibian Time)
Submissions must be delivered to:
Bid Box – Office of the Governor: Oshana Region
Oshakati

NB: Late submissions will not be accepted. Expressions of Interests submitted via email will not be considered.