



# Otjzondjupa Regional Council



## PROCUREMENT MANAGEMENT UNIT

### **BID INVITATION**

The Otjzondjupa Regional Council hereby invites bidders to submit bids for the service below and in accordance with conditions and specifications in the bidding document for the following bid:

<b>BID REFERENCE NUMBER</b>	<b>BID DESCRIPTION</b>
NCS/ONB/OTRC-01/2024/2025	Provision of Security Services to Otjzondjupa Regional Council for a period of three years

#### **1. Documents availability:**

The bidding document is availed electronically upon confirmation of funds into Regional Council Account. Prospective bidders are expected to request the document via email to [tnhoffmeyer@otjzondjuparc.gov.na](mailto:tnhoffmeyer@otjzondjuparc.gov.na) or [edhamukoto@otjzondjuparc.gov.na](mailto:edhamukoto@otjzondjuparc.gov.na); after presenting proof of payment.

**NB: Hard copies are obtainable from the Procurement Management Unit at Head Office on the Ground Floor, Block B; Corner of Industria and Henk Willems Streets.**

#### **2. Levy N\$100.00:Electronic funds Transfer/Direct Deposit to:**

Bank: Standard Bank  
Account Number: 041 608 925  
Branch Code: 087373  
Account name: Otjzondjupa Settlement Revenue  
Reference: Company name & **ONB/NCS-01.**

**The EFT Receipt or Deposit Slip must be attached to the Bidding Document.**

#### **3. Sealing and Marking of Quotations:**

Bidding document should be sealed in an envelope, clearly marked with the **Procurement Reference Number and description** and addressed to **The Secretary; Otjzondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the **Bidder's name and contact details at the back of the envelope**. Envelope not marked correctly will not be opened

#### **4. Submission of Bids:**

Bids should be registered before deposited into the Bid Box located at Regional Council's Head Quarters, at Ground Floor, Block B, Corner of Henk Willems and Industria Streets, Otjiwarongo.

Bids send by post should reach Otjzondjupa Regional Council before the closing date and time. Late bids will be rejected and returned to the bidder unopened. Bids received via e-mail or fax will not be considered.

#### **Enquires must be directed to:**

Mr. Edward Hamukoto via email [edhamukoto@otjzondjuparc.gov.na](mailto:edhamukoto@otjzondjuparc.gov.na)

**Closing date and time: 13<sup>th</sup> August 2024 at 10h00**