



OTJOZONDJUPA REGIONAL COUNCIL



PROCUREMENT MANAGEMENT UNIT

INVITATION FOR BIDS (IFB) (FOR NATIONAL BIDDING)

Otjozondjupa Regional Council hereby invites Namibian bidders to submit bids for the works below and in accordance with conditions and specifications in the bidding document for the following bid:

NO.	BID REFERENCE NUMBER	BID DESCRIPTION	TIME OF COMPULSORY SITE VISIT
1.	W/ONB/OTRC-09/2025/2026	Construction of Okondjatu Settlement Office in Okondjatu Settlement	29 August 2025 at 11h00 a.m. in Okondjatu Settlement

Qualifications requirements are included in each bidding document, available for viewing and download on the Regional Council website: <https://otjozondjuparc.gov.na/>

A margin of preference shall be applied. Additional details are provided in the Bidding Documents.

1. Documents availability:

The bidding document is availed electronically on website however proof of payment with the an original Regional Council Finance Division date stamp, as confirmation of funds into Regional Council Account, must be attached to the bidding document upon submission of the bid.

Alternatively, Prospective bidders are expected to collect the document after presenting proof of payment stamped by OTRC finance division, **from the Procurement Management Unit at Head Office on the Ground Floor, Block B; Office No. BB-GF-04; Corner of Industria and Henk Willems Streets.**

2. Levy: N\$100.00 (Non-refundable),

Electronic funds Transfer/Direct Deposit to:

Bank: Standard Bank
Account Number: 041 608 925
Branch Code: 087373
Account name: Otjozondjupa Settlement Revenue
Reference: Company name.

3. Compulsory Site Visit

All prospective Bidders are required to attend the compulsory site visit for the respective bid as scheduled above. Attendance will be recorded and form part of the evaluation process. Failure to attend the site visit shall result in disqualification of the bid.

4. Sealing and Marking of Quotations:

Bidding document should be sealed in an envelope, clearly marked with the **Procurement Reference Number and description** with the **Bidder's name and contact details at the back of the envelope**. The document must be addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo.**

NB: Envelope not marked correctly will not be opened.

5. Submission of Bids:

Bids should be registered in the register provided for each bid, 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 sent by post should reach Otjozondjupa 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:

Ms. H.I Kalumbu: hkalumbu@otjozondjuparc.gov.na

OR

Mr. Sakaria S. N. Shidhika: sshidhika@otjozondjuparc.gov.na

**Closing date and time:
30 September 2025 at 11h00**