



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



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08 June 2026

To: All Prospective Bidders

SUBJECT: ADDENDUM TO BID REFERENCE NUMBER: NCS/ONB/ONARC-02/2026/2027, THE PROVISION OF SECURITY SERVICES TO OSHANA REGIONAL COUNCIL IN OSHANA REGION FOR A PERIOD OF 36 MONTHS (THREE YEARS)

1. This addendum serves as an extension and modification to the current bid document for **the provision of security services to Oshana Regional Council for a period of 36 months (three years)**
2. The Council is hereby informing all bidders to consider the attached **Technical Evaluation** as part of the bidding document that is currently running. Minor changes were also made on page 27 and 28. The new closing date for this bid is **19 June 2026 at 11h00**.
3. The Council would like to apologise for the inconvenience this may have caused you, and if you require any further information, feel free to contact us.
4. Appended hereto, please find page 27,28 and the technical Evaluation.

Please accept, the assurance of my highest consideration

Yours faithfully,

.....
TEOPOLINA N.L. HAMUTUMUA
CHIEF REGIONAL OFFICER



EVALUATION CRITERIA

The following evaluation criteria shall be applied not withstanding any other requirement in the bid documents.

Note: Only one security provision lot will be allocated per bidder. However, in cases where there are no compliant Bidders remaining with respect to any given lot, the Procuring Agent may Award more than one lot to the lowest evaluated and substantially responsive bidder (i.e. award 'Multiple Contracts' to the same Bidder). This means that Multiple Contracts shall only be awarded to the same Bidder on condition that the Financial Capacity of the recommended Bidder is not exceeded and that the quoted price is not substantially above the estimate for the lot;

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding document or to submit a bid not substantially responsive to the bidding documents in every aspect will be at the Bidder's risk and may result in the rejection of its bid.

The Procuring Agent shall award the Contract(s) to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents.

All certified documents must be 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)) will be accepted. No colour photocopies are allowed.

The Bid evaluation shall comprise the following stages:

- Stage-1: Responsiveness check which includes Eligibility Evaluation check, Preliminary/Administrative Requirement evaluation of the bids, and Mandatory Documents/Requirement evaluation of the bids
- Stage 2: Technical Evaluation Criteria
- Stage-3: Financial Evaluation, bidders will be ranked according to price quoted to determine the lowest evaluated substantially responsive bid.

1 TECHNICAL EVALUATION

Technical Evaluation (100 points)				
<i>(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)</i>			Max Marks	Allocated Marks
A. Experience				
Company Experience				
1.1	<p>Service providers' experience in Security Services.</p> <p><i>(Reference verification will be done by Bid Evaluation Committee by calling or emailing)</i></p> <p><i>These references should include the name of the entity, nature of contract, contact person and office telephone number and email address)</i></p>	<p>5 years and above substantiated by a reference letter(s) 20</p> <hr/> <p>3-4 years substantiated by a reference letter(s) 15</p> <hr/> <p>Minimum 2 years substantiated by a reference letter(s) 10</p> <hr/> <p>No reference letter(s) 0</p>	20	
Employees Experience				
1.2	<p>Management employees' experience</p> <p>A minimum of Grade 12 certificate with Security Training, have a minimum of two (2) years' experience in the management of Security Guard Services (submit service certificate(s) /letter(s) from previous and/or current employer(s) and CVs.</p> <p><i>(Service certificate(s) /letter(s) verification will be done by Bid Evaluation Committee by calling or emailing).</i></p>	<p>5 years and above substantiated by service certificate(s) / letter(s) and Grade 12 Certificate with Security Training 10</p> <hr/> <p>3-4 years substantiated by service certificate(s) / letter(s) and Grade 12 Certificate with Security Training 8</p> <hr/> <p>2 years substantiated by service certificate(s) / letter(s) and Grade 12 Certificate with Security Training 6</p>	10	

Initials: _____

Technical Evaluation (100 points)				
(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)			Max Marks	Allocated Marks
	<i>These Service certificate(s) /letter(s) should include the Management employee's name, nature of contract, contact person and office telephone number and email address)</i>	No service certificate(s) /letter(s) and Grade 12 Certificate with Security Training is substantiated	0	
1.3	Security Guard(s) experience A minimum of a Grade 10 certificate with a minimum of one (1) year security guard experience (attach evidence of 5 different Guards' service certificate(s) <i>(Service certificate(s) /letter(s) verification will be done by Bid Evaluation Committee by calling or emailing).</i> <i>These Service certificate(s) /letter(s) should include the Security Guard's name, nature of contract, contact person and office telephone number and email address)</i>	5 years and above substantiated by service certificate(s) / letter(s) and Grade 10 Certificate with Security Training	10	10
		3-4 years substantiated by service certificate(s) / letter(s) and Grade 10 Certificate with Security Training	8	
		1-2 years substantiated by service certificate(s) / letter(s) and Grade 10 Certificate with Security Training	6	
		No service certificate(s) /letter(s) and Grade 10 Certificate with Security Training is attached and/or substantiated	0	
B. Management Approach				
1.4	Detailed Operations Plan Clear objectives, activities to be delivered, quality standards, desired outcomes staffing and resource requirements, implementation timetables, and a process for monitoring progress.	Fully detailed operations plan covering all the required elements (Clear objectives, activities to be delivered, quality standards, desired outcomes staffing and resource requirements, implementation timetables, and a process for monitoring progress)	10	10

Initials: _____

Technical Evaluation (100 points)			
	(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)	Max Marks	Allocated Marks
	<p>Operations plan lacking some of the required elements (Clear objectives, activities to be delivered, quality standards, desired outcomes staffing and resource requirements, implementation timetables, and a process for monitoring progress)</p>	5	
	No Operations plan submitted	0	
		0	
1.5	<p>Security basic training of firearm handling</p> <p>Bidder has provided firearm handling certificates (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)) of at least 5 guards of CV's submitted: certifying basic training of firearm handling, issued by a certified person who received training from any relevant Law Enforcement Agent or approved training provider.</p>	<p>Firearm handling Training certificate of at least 5 guards as per CV's submitted</p> <p style="text-align: center;">15</p>	15
	<p>Firearm handling Training certificate of at least 3-4 guards as per CV's submitted</p> <p style="text-align: center;">10</p>		
	<p>Firearm handling Training certificate of at least 2 guards as per CV's submitted</p> <p style="text-align: center;">5</p>		
	<p>No/less than 5 basic firearm handling certificate submitted</p> <p style="text-align: center;">0</p>		

Initials: _____

Technical Evaluation (100 points)					
(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)				Max Marks	Allocated Marks
1.6	Detailed Training Plan (Program to indicate training provided for current staff as well as a training program for the duration of the contract)	Security guards training program attached	10	10	
		No security guards training program attached.	0		
C. Logistics					

1.7	Means of identification of security guard personnel (uniform and staff identity card etc.) Bidders are required to submit sample colour pictures of uniforms and staff identity cards) These uniforms may in no way resemble any military uniforms.	Attach sample picture of security guard uniform, badge and identity card to be used for this contract	10	15	
		Attached sample pictures of either a security guard uniform, badge or identity card to be used for this contract	5		
		No sample pictures attached	0		
1.8	Security guard tools and related equipment for execution of this contract Bidder has submitted evidence of ownership in terms of certificate for essential security services equipment or an asset register and/or declaration where proof of ownership cannot be provided in the form of certificate that the other essential security services equipment (i.e. guns/rifles, two-	Batons	1	4	
		Handcuffs	1		
		Two-way radios	1		
		Pepper Sprays	1		
		No evidence or asset register and/or declaration provided	0		

Technical Evaluation (100 points)					
(Marks for the criterion and sub-criteria to be inserted by the Procuring Agent)				Max Marks	Allocated Marks
	way radios, pepper spray-can, hand cuffs, baton, two-way radios, night torches and uniforms) would be made available upon award? These marks are cumulative				
1.9	Security guard firearms and appropriate vehicle for execution of this contract Bidder has submitted evidence of ownership in terms of certificate for Security guard firearms and vehicle for execution of this contract or an asset register These marks are cumulative	Firearms (at least 5 per lot)	3	6	
		Vehicles for transportation of guards	3		
		No evidence provided	0		
TOTAL SCORE (A+B+C):					/100

Only bidders scoring 70% (70/100) and above will be considered for financial Requirement.

Initials: _____

1. ELIGIBILITY EVALUATION

ELIGIBILITY				
No.		Mandatory Requirements	Yes	No
1		Is the Bidder under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter?		
2.		Does the bidder appear on any of the development bank Has the bidder been debarred/blacklisted in the last 3 years ?		

Note: *Bidders who appear in any of the ineligibility lists will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison process and will not be considered further.*

2 PRELIMINARY/ADMINISTRATIVE REQUIREMENTS

No.		Administrative Requirements	Yes	No
1		Is the bid as well as all correspondence and documents written in English?		
2		Are all pages of the bid signed and/or initialed by the person or persons authorized on behalf of the bidder?		
3		Has the authorized representative of the bidder completed, signed and/or stamped the Bid Submission Form as per (Section IV bidding forms)?		
4		Has the bidder submitted a completed, signed and/or stamped Bid Securing Declaration?		
5		Has the bidder enclosed proof of payment/receipt/tax invoice for this bid? <i>(In an event that the bidder is found not to have purchased the bidding document according to Oshana R Council records, the bidder will be disqualified)</i>		

Note: *The Bidders' submission will either be responsive or non-responsive. Bidders deemed non-responsive to any of the above administrative requirement(s) will be disqualified from the entire evaluation process and will not be considered further.*

3 MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents / Requirements				
No.		Mandatory Requirements	Yes	No
1		<p>Has the bidder submitted a certified copy of company Registration Documents?</p> <p>Provide evidence of Company registration documents and Namibian Identity Documents (IDs) of shareholdings of owners.</p> <p><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></p>		
2		<p>Has the Bidder provided a valid original or valid certified copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid);(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))?,</p>		
3		<p>In the case of Joint Ventures (JV), each JV partner must comply with the above.</p>		
4		<p>Has the Bidder provided a valid original or valid certified copy (valid if issued on or after bid advertisement date) of Good Standing Social Security Certificate; (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))?,</p> <p><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></p>		
5		<p>Has the Bidder provided a valid certified copy of Affirmative Action Compliance Certificate, or 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, (valid at the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (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))?</p> <p><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></p>		
6		<p>Has the Bidder provided a written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50</p>		

		(2)(D) of the Public Procurement Act, 2015 on		
7		Has the bidder provided a valid latest Fitness Certificates from Municipalities or Town Councils and title deed or lease agreement from Oshana Region to confirm the location where the bidder is operating in the region?		

Note: The Bidders' submission will either be responsive or non-responsive. Bidders deemed non-responsive to any of the above Mandatory Requirements Document Evaluation Criteria will be disqualified from the entire evaluation process and will not be considered further.

Section II. Bidding Data Sheet

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. General	
ITB 1.1	The Employer is Oshana Regional Council The name and identification number of the Procurement is Provision of Security services for Oshana Regional Council premises for a period of three (3) years: NCS/ONB/ONARC-02/2026/2027
ITB 1.2	The Intended Contract Period is three (3) years.
ITB 5.2(a)	Pre-qualifications will not be carried out.
ITB 5.3	The Qualification Information and Bidding forms to be submitted are as follows: None
ITB 5.3(b)	This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney. The name and position held by each person signing the authorization must be typed or printed below the signature. Note: The power of Attorney or other written authorization is applicable to sole member as well.
ITB 5.4	The information needed for Bids submitted by joint ventures is as described under ITB 5.4
ITB 5.5	The qualification criteria in Sub-Clause 5.5 are modified as follows: " <i>none</i> ".
ITB 5.5(a)	The minimum required annual volume of Services for the successful Bidder in any of the last 5 years shall be 1 times the annual contract amount payable to the selected bidder for the contract. N/A
ITB 5.5(b)	The experience required to be demonstrated by the Bidder should include as a minimum that he/she has executed during the last five (5) years the following: <ol style="list-style-type: none"> 1. At least one service contract 2. Proof of contract award from reputable Government and private companies. 3. Reference letters from reputable company (s) 4. Company profile
ITB 5.5(c)	The essential equipment to be made available for the Contract by the successful Bidder shall be:

	<ol style="list-style-type: none"> 1. Licenced firearms, 2. Radio communication devices 3. Handcuffs 4. Pepper sprays 5. Police rubber baton 6. Vehicles 7. Uniforms 8. Nametags
ITB 5.5(e)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be (0.5 % of the contract value)
ITB 5.6	Subcontractors' experience will be taken into account. Bidders who have performed subcontracting work on behalf of larger companies (or other same size companies) will be considered
B. Bidding Data	
ITB 8.1 (b)	<p>The Public Entity's address for clarification is:</p> <p>Alma Kamulilo (PMU Head) Oshana Regional Council Leo Shoopala Street Oshakati</p>
ITB 9.2 and 19.1	The number of copies of the Bid to be completed and returned shall be: None
C. Preparation of Bids	
ITB 10.1	The deadline to seek clarifications is: 05 June 2026
ITB 13.1(g)	N/A
ITB 14.1	Local inputs shall be quoted in Namibian Dollars Only
ITB 14.4	The Contract is not subject to price adjustment in accordance with Sub-Clause 6.6 of the Conditions of Contract.
ITB 16.1	The period of Bid validity shall be 180 days.
ITB 17.1	The Bidder shall subscribe to a Bid Securing Declaration by signing the Bid Submission Form containing the provision with regard thereto.
ITB 17.3	No bid security required
ITB 18.1	Alternative bids are not permitted.
ITB 18.2	Alternative times for completion are not permitted.