



Ongwediva
Town Council

ONGWEDIVA TOWN COUNCIL
PROCUREMENT MANAGEMENT UNIT
INVITATION FOR BIDS

Ongwediva Town Council is hereby inviting prospective bidders for the following bids:

(National Margin of Preference is applicable)

1. PROCUREMENT REF. NO: G/ONB/OngweTC - 11/2025/26

DESCRIPTION : Supply and Delivery of Audio – visual equipment – council Chamber & Management Board Room.

LEVY : N\$ 100.00 **(Non - refundable).**

ENQUIRIES : Mrs. Josephine Hainana **(Administration)** OR Mr. Ujama Uamburu **(Technical)**
Tel.: 065 – 233 700 Tel.: 065 – 233 700

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2. PROCUREMENT REF. NO: NCS/ONB/OngweTC - 10/2025/26

DESCRIPTION : Provision of Professional Services Website development.

LEVY : N\$ 100.00 **(Non - refundable).**

ENQUIRES : Mrs. Josephine Hainana **(Administration)** OR Mr. Ujama Uamburu **(Technical)**
Tel.: 065 – 233 700 Tel.: 065 – 233 700

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3. PROCUREMENT REF. NO: G/ONB/OngweTC - 10/2025/26

DESCRIPTION : Supply and Delivery of Production Server

LEVY : N\$ 100.00 **(Non - refundable).**

ENQUIRIES : Mrs. Josephine Hainana **(Administration)** OR Mr. Ujama Uamburu **(Technical)**
Tel.: 065 – 233 700 Tel.: 065 – 233 700
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Ongwediva Town Council

4. PROCUREMENT REF. NO: W/ONB/OngweTC - 20/2025/26

DESCRIPTION : Provision of Mail Tracking System
LEVY : N\$ 100.00 (**Non - refundable**).

ENQUIRIES : Mrs. Josephine Hainana (**Administration**) OR Mr. Ujama Uamburu (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 233 700

5. PROCUREMENT REF. NO.: G/ONB/OngweTC-12/2025/26

DESCRIPTION : Supply and Delivery of Smart Radio System to Ongwediva Town Council.
LEVY : N\$ 100.00 (**Non - refundable**).

ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Mr. Sam Matheus (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 238766

6. PROCUREMENT REF. NO. : G/ONB/OngweTC-13/2025/26

DESCRIPTION : Supply and Delivery of Personal Protective Equipment to Ongwediva Town Council.
LEVY : N\$ 100.00 (**Non - refundable**).

ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Mr. Sam Matheus (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 238766

7. PROCUREMENT REF. NO.: NCS/ONB/OngweTC-11/2025/26

DESCRIPTION : Provision of short-term Insurance Services for OTC Properties
LEVY : N\$ 100.00 (**Non - refundable**)

ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Ms. Lahya Aimwata (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 233 700



Ongwediva Town Council

8. PROCUREMENT REF. NO.: G/ONB/OngweTC-14/2025/26

DESCRIPTION : Supply and Delivery of Office furniture to Ongwediva Town Council.
LEVY : N\$ 100.00 (**Non - refundable**)

ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Ms. Lahya Aimwata (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 233 700

9. PROCUREMENT REF. NO.: W/ONB/OngweTC-22/2025/26

DESCRIPTION : Refurbishment and Renovation of Pump Station number 01 in Ongwediva.
LEVY : N\$ 300.00 (**Non - refundable**)

BID BRIEFING : **Thursday , October 02, 2025 09h00 at Council Offices, Old Boardroom.**
ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Mr. David Mulokoshi (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 233 700

10. PROCUREMENT REF. NO.: W/ONB/OngweTC-21/2025/26

DESCRIPTION : Hiring for Bulldozer for pushing and levelling of landfill site and solid waste disposal
Site for a period of two years.
LEVY : N\$ 100.00 (**Non - refundable**)

ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Mr. P. Kashihakumwa (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 233 700

11. PROCUREMENT REF. NO.: SC/RP/OngweTC-05/2025/26

DESCRIPTION : Provision of professional Services Environmental impact Assessment for dumpsite
LEVY : N\$ 100.00 (**Non - refundable**)

ENQUIRIES : Mrs. Josephine Hainana (**Administrative**) or Mr. P. Kashihakumwa (**Technical**)
Tel.: 065 – 233 700 Tel.: 065 – 233 700



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DOCUMENTS : Available as from Friday, September 19, 2025 at the Cashiers and E-GP Portal.

CLOSING DATE : Tuesday, November 04, 2025, at 14H30.

DELIVERY ADDRESS : Bid Box **(The envelop should be clearly marked)**
Ground Floor, Town House
Ongwediva Town Council
Corner of Mandume Ndemufayo Road & Dr. Libertine Amathila Street.
Private Bag 5549
ONGWEDIVA

ATTENTION : Procurement Management Unit

PAYMENT SHOULD MADE TO:

BANKING DETAILS : **Account Name:** Ongwediva Town Council
Type of Account: Current Account
Account Number: 11 0000 77 374
Branch Name : Business Banking Branch
Branch Code : 46 16 17
Swift Code : NEDSNANX
Email proof to: laimwata@otc.com.na/dsalom@otc.com.na
