



**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. : W/ONB/OngweTC-11/2025/26**

**DESCRIPTION**

: Supply, Repair and Servicing of Air conditioners for a period of (2) years In Ongwediva

**LEVY**

: N\$ 100.00 (**non-refundable**)

**BID BRIEFING**

: **On request**

**ENQUIRIES**

: Mrs. Josephine Hainana (**Administrative**) **OR** Mr. Naboth Mangudu (**Technical**)  
**Ongwediva Town Council**

Tel.: 065 – 233 700

Tel.: 065 – 233 700

**2. PROCUREMENT REF. NO : G/ONB/OngweTC-15/2025/26**

**DESCRIPTION**

: Bid for Supply and Delivery of Toilet Papers to Ongwediva Town Council for a period of two (2) years.

**LEVY**

: N\$ 100 (Non-refundable)

**ENQUIRIES**

: Ms. Josephine Hainana (**Administrative**) **OR** Ms. L Aimwata (**Technical**)  
**Ongwediva Town Council**

Tel: 065 – 233 700

Tel: 065 – 233 700

**3. PROCUREMENT REF. NO : G/ONB/OngweTC-16/2025/26**

**DESCRIPTION**

: Bid for the Supply, Print and delivery of Office Stationeries for a period of two (2) years

**LEVY**

: N\$ 100 (Non-refundable)

**ENQUIRIES**

: Ms. Josephine Hainana (**Administrative**) **OR** Ms. L Aimwata (**Technical**)  
**Ongwediva Town Council**

Tel: 065 – 233 700

Tel: 065 – 233 700

**4. PROCUREMENT REF. NO : W/ONB/Ongwetc-23/2025/26**

**DESCRIPTION**

: Bid for Construction of the Ongwediva Soccer Pitch – Earthworks, irrigation Installation and subsoil.

**BID BRIEFING**

: **Compulsory on Monday, 17 November 2025 old board room 11H00 am**

**LEVY**

: N\$ 300 (Non-refundable)

**ENQUIRIES**

: Ms. Josephine Hainana (**Administrative**) **OR** Mr. Timoteus Negonga (**Technical**)  
**Ongwediva Town Council**

Tel: 065 – 233 700

Tel: 063 – 238522

**DOCUMENTS**

: Available as from Friday, October 31, 2025 at the Cashiers and E-GP Portal.

**CLOSING DATE**

: Tuesday, December 16, 2025, at 14H30.

**DELIVERY ADDRESS**

: Bid Box (**The envelop should be clearly marked**)  
Ground Floor, Town House  
Ongwediva Town Council  
Corner of Mandume Ndumufayo 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