



**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 **Ongwediva Town Council**  
Tel.: 065 – 233 700
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- 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 **Ongwediva Town Council**  
Tel: 065 – 233 700
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- 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 **Ongwediva Town Council**  
Tel: 065 – 233 700
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- 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 **Windhoek Consulting Engineers**  
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 Ndemufayo Road & Dr. Libertine Amathila Street.  
Private Bag 5549, **ONGWEDIVA**

**ATTENTION :** Procurement Management Unit

**PAYMENT SHOULD MADE TO:**

**BANKING DETAILS :**

|                        |   |                         |
|------------------------|---|-------------------------|
| <b>Account Name</b>    | : | Ongwediva Town Council  |
| <b>Type of Account</b> | : | Current Account         |
| <b>Account Number</b>  | : | 11 0000 77 374          |
| <b>Branch Name</b>     | : | Business Banking Branch |
| <b>Branch Code</b>     | : | 46 16 17                |
| <b>Swift Code</b>      | : | NEDSNANX                |

**Email proof to:** laimwata@otc.com.na/dsalom@otc.com.na