

MUNICIPALITY OF WALVIS BAY

OPEN ADVERTISED BIDDING

SUPPLY AND DELIVERY OF GYMNASIUM EQUIPMENT FOR COMMUNITY DEVELOPMENT

G/RFQ/MWB-07/2025

COST OF BID DOCUMENT: N\$ 100.00 (Payable at the Head Office Cashier only or EFT). Proof of payment must be attached to the bid when submitting. Banking details are on the last page.

Issued on: 24 September 2025

Closing Date & Time: 04 November 2025 @ 11h00

ADMINISTRATIVE ENQUIRIES: TECHNICAL ENQUIRIES:

Tutu Haukena Daniel Mouton
Tel: 064 201 3357 Tel: 064 201 3239

Email: procurement@walvisbaycc.org.na Email: dmouton@walvisbaycc.org.na

BIDDER'S INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
E-MAIL ADDRESS							
TELEPHONE							
TOTAL BID PRICE (VAT EXCLUSIVE)							
TOTAL BID PRICE (VAT INCLUSIVE)							

PREAMBLE

It is important that bidders understand the requirements for the provision of certain documentation with this bid, as well as the completion and the signing and initialling of the relevant schedules where indicated.

Any bids found to be incomplete during the opening thereof or during the process of evaluation, may be regarded as non-responsive and may result in such bid not being considered at all.

For that reason, a bid requirement checklist forms part of this document and bidders must complete this checklist and sign it off where indicated.

BIDDING DOCUMENT CONTENTS

Please tick Yes or No to confirm that the required documents are attached/not attached, and the required pages are fully completed/not fully completed and signed/not signed.

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Municipality of Walvis Bay

Civic Centre · Nangolo Mbumba Drive · Private Bag 5017 · Walvis Bay · Namibia Phone +264 (0)64 2013111 · Fax +264 (0)64 204528 · www.walvisbaycc.org.na

LETTER OF INVITATION

 Enquiries
 Daniel Mouton

 Phone
 +264 64 201 3239

 Fax
 +264 64 22659

 Cell
 +264 811 240 401

 Email
 dmouton@walvisbaycc.org.na

 Date
 24 September 2025

Dear Potential Bidder,

SUPPLY AND DELIVERY OF GYMNASIUM EQUIPMENT FOR COMMUNITY DEVELOPMENT (G/RFQ/MWB-07/2025)

The Municipality of Walvis Bay invites you to submit your best quotation for the items described in detail hereunder. This is an Open Advertised Bid, hence, a non-refundable fee of N\$ 100.00 is payable for this bid at the Head Office cashiers or online via EFT into the following Bank Account (the proof of payment must be attached to your bid when submitting it, failure to do so, will lead to automatic disqualification):

Bank Name: STANDARD BANK NAMIBIA
Account Name: MUNICIPALITY OF WALVIS BAY

Account Number: 042859778

Branch Name: WALVIS BAY

Branch Code: 082272

Universal Branch Code: 087373

Type of Account: CURRENT ACCOUNT

Account Currency: NAD
Swift Code: SBNMNANX

Technical queries, if any, should be addressed to Mr. Daniel Mouton on the contact details above, Department of Community and Economic Development.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Secretary: Procurement Committee

2025 -09- 24



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SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

The Municipality of Walvis Bay reserves the right to:

- (a) split the contract as per the lowest evaluated cost, or
- (b) accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the works mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II, with its annex for Bid Securing Declaration and Written Undertaking in terms of Section 138(2) of the Labour Act;
- (b) the List of Goods and Price Schedule in Section III; and
- (c) the Specifications and Compliance Sheet in Section V.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be 180 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, your bid must attach and fully comply with the following requirements:

1	Certified copy of a valid Certificate of Good Standing, issued by NAMRA.
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the
	Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity
	Commission (letter should be on letterhead, stamped and signed by the EEC).
3	Certified copy of a valid Good Standing Certificate with the Social Security Commission, issued within 30
	days before closing date of submission of bid.
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding
	Statement or any other relevant Company Registration Certificate. These Certificates should clearly
	indicate the goods/services that the Supplier/Bidder is registered to render.
5	A written undertaking on the part of the Bidder, that the salaries and wages payable to its personnel in respect
	of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that
	it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;
6	Certified copy of the Good Standing Certificate from BIPA (if applicable).
7	All pages of the bidding document should be fully completed, initialled and principal business should be in line
	(gymnasium equipment).



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8	Attach proof of confirmation of account from a Namibian Banking Institution , issued within the past 6 months with date stamp.
9	Bidders with more than two Awards / Purchase Orders pending / outstanding, with the Municipality of Walvis Bay, will not be considered.
10	Bidders with records of poor service delivery, turning down of awards/purchase orders with The Municipality of Walvis Bay will not be considered.
11	Attached an original or certified copy of proof of one (1) reference letter/ completion certificate of rendering similar services/performing similar works.

5. Delivery

Delivery shall be 1 month after acceptance of award. Deviation in delivery period shall be considered if such deviation is reasonable and agreed upon by the Municipality.

6. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

7. Submission of Bids

- (a) Sealed Bids must be deposited in the Quotation Box located in the foyer of the Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 11h00 on **04 November 2025**.
- (b) Bids by post, courier or hand delivered should reach the Procurement Management Unit, Room 201, Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 10h00 by the date in ITB 7(a) above. The Municipality will not be held responsible for bids delayed by courier companies and / or persons sent to submit bids.
- (c) Late bids will be rejected.
- (d) Bids received by email, as well as those submitted without all the documents under ITB 4 above, will not be considered.

8. Opening of Bids

Bids will be opened by the Municipality 15 minutes after the closing time referred to in ITB 7(a) above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

9. Evaluation of Bids

The Municipality shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost to determine the lowest evaluated bid.

The method to be followed in the evaluation of the bid will be Least Cost Selection (LCS). When using this method:

- the public entity sets a threshold ranking the technical proposals based upon the technical evaluation criteria set out in the Bidding Document.
- all proposals that fail to meet the threshold are rejected.



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• the price proposals of all above the threshold are opened and the award is made to the bidder who submitted the lowest price.

• in cases where price is the only factor and where there are no technical requirements, the lowest priced bid must be accepted.

10. Documents Establishing Conformity of Goods and Related Services

Bidders shall submit along with their bids the documents marked **X** hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	х
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	
(c)	Documentary evidence to establish to the satisfaction of the Municipality that goods proposed, as per other than the brand name, catalogue numbers or standard as specified, ensures substantial equivalence or are superior.	х
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: (i) a list of the principal deliveries effected in the past 3 years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	х
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation regarding their skills, efficiency, experience and reliability.	х

11. Technical Compliance

Bidders shall submit along with their bids, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to the Municipality's requirements.

The Specifications and Performance Requirements, and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars (N\$).



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13. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Letter of Award in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

14. Notification of Award and Debriefing

The Municipality shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.



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SECTION II: BID LETTER

(To be completed by Bidders)

Bidders are to complete this form with all the requested details and submit it with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the Restricted Bid prevail over any attachments. Unauthorised bids will be rejected.

Bid addressed to:	Municipality of Walvis Bay				
Procurement Reference Number:	G/RFQ/MWB-07/2025				
Subject matter of Procurement:	Supply and Delivery of Gymnasium Equipment				

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section I: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BSD.

The validity period of our quotation is 120 days from the bid submission deadline.

We confirm that our quoted prices in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract prior to the expiry date of the bid validity.

The delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.

Bid Authorised by:	
Name of Bidder (Company Name):	
Contact Person:	
Company's Address:	
Company's Telephone and Email:	
Name of Person Authorising the Quotation:	
	// 2025
Signature of Authorised PersonDate)



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BID SECURING DECLARATION

Section 45 of and Regulations 37(1)(b) and 37(5) of the Public Procurement Act, 2015

To: Municipality of Walvis Bay
Civic Centre, Nangolo Mbumba Drive
Private Bag 5017
WALVIS BAY

I/We* understand that in terms of Section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of:

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

	[insert complete	name of person whose	name and capacity are shown]
Capacity:			
	[indicate legal car	pacity of person(s) signir	ng the Bid Securing Declaration]
Duly authoriz	ed to sign the bid for and	on behalf of:	
	[inser	t complete name of Bide	der]
Signed:			
Signed:	[insert signatu	ıre of person whose nar	me and capacity are shown]



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WRITTEN UNDERTAKING



Republic of Namibia

Ministry of Justice and Labour Relations

Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS Company Trade Name: Registration Number: VAT Number: Industry/Sector: Place of Business: Physical Address: Tel No.: Fax No.: Email Address: Full Name of Owner/Accounting Officer: Email Address:



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2. PROCUREMENT DETAILS

Procurement Reference No.: G/RFQ/MWB-07/2025

Procurement Description: Supply and Delivery of Gymnasium Equipment

Anticipated Contract Duration: 1 month

Location where goods will be delivered: Civic Centre, Nangolo Mbumba Drive, Walvis Bay

3. UNDERTAKING

I, , owner / representative
of , name of company
hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements, as applicable.
I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which include nut is not limited to, the cancellation of the contract/licence/grant/permit or concession.
Signature:
Date:
Official Company Seal:

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance.
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service/s in relations to the goods and services being procured under this contract.



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SECTION III: LIST OF GOODS AND PRICE SCHEDULE

If an equivalent is quoted, please attach appropriate technical information, specification and photos to your bid.

Lot No.	Description of Goods	Qty	Unit	*	Unit Price (N\$)	Amount, excl. VAT (N\$)	VAT	Amount, incl. VAT (N\$)
1.	Dumbbell (4kg)	4	Each					
2.	Dumbbell (6kg)	4	Each					
3.	Dumbbell (8kg)	4	Each					
4.	Dumbbell (10kg)	4	Each					
5.	Dumbbell (12kg)	4	Each					
6.	Dumbbell (14kg)	4	Each					
7.	Dumbbell (16kg)	4	Each					
8.	Dumbbell (18kg)	4	Each					
9.	Dumbbell (20kg)	4	Each					
10.	Dumbbell (22kg)	4	Each					
11.	Cast Kettlebell (4kg)	4	Each					
12.	Cast Kettlebell (6kg)	4	Each					
13.	Cast Kettlebell (8kg)	4	Each					
14.	Cast Kettlebell (10kg)	4	Each					
15.	Cast Kettlebell (12kg)	4	Each					
16.	Vision U60 Upright Cycle (LED Console)	4	Each					
17.	OF 9600 (5/6HP) Treadmills	4	Each					
18.	Olympic Weight Plates – 10kg	4	Each					
19.	Olympic Weight Plates – 15kg	4	Each					
20.	Olympic Weight Plates – 20kg	4	Each					
21.	Olympic Weight Plates – 25 kg	4	Each					
22.	Dual Lateral Pulldown / Seated Row	1	Each					
23.	Dual Adjustable Pulley	1	Each					



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Lot No.	Description of Goods	Qty	Unit	*	Unit Price (N\$)	Amount, excl. VAT (N\$)	VAT	Amount, incl. VAT (N\$)
24.	Series 8 Needle Chrome Bar	2	Each					
25.	CPU Fix Barbell Set	1	Each					
					TOTAL			
s quoted a	re subject to change in rate of exchange at t	he time	of deliv	ery	of goods provide de	etails hereunder. If	no base rate of e	xchange is given

If the prices quoted are subject to change in rate of exchange at the time of shall be treated as firm in Namibian Dollars (N\$) for all intent and purpose. n, the price

Currency: NAD	Exchange Rate:	Delivery Period: 01-month	Country of origin:
Price Schedule A	authorised By:		
Name:		Position:	
Signature:		Date:	
Name of Compa	iny:	Address:	



MUNICIPALITY OF WALVIS BAY SUPPLY AND DELIVERY GYMNASIUM EQUIPMENT PAGE NO.: 11 of 20

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SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Lot 1 - 10 2x Heavy Duty Dumbbell Set (pairs) with Rack (4kg – 22Kg)



Lot 11 - 15 2 x Kettle Bell Sets (4kg - 12kg)





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<u>Lot 18 - 21</u> 4 Sets x Olympic Discs Single (10kg – 25kg)



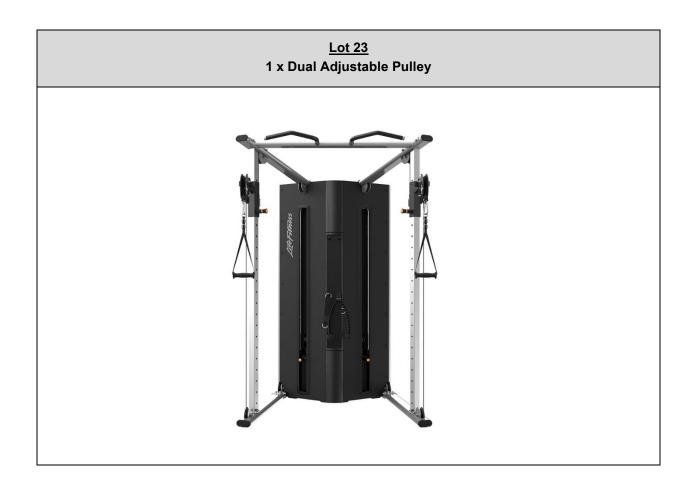
Lot 22
1 x Dual Lateral Pulldown/Seated Row





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Lot 25 1 x CPU Fix Barbell Set





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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Bidders must complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No.	Technical Specification Required	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A *	B*	С	D
1- 10	Heavy Duty Dumbbell Set (pairs) with Rack (4kg – 22kg) or Similar		
11 - 15	2 x Kettle Bell Sets (4kg – 12kg)		
16	4 x Vision U 60 Cycle		
17	4 x OF 9600 (5/6HP) Treadmills		
18 - 21	5 x Olympic Weight Plates		
22	Dual Lateral Pulldown / Seated Row		
23	Dual Adjustable Pulley		
24	Series 8 Needle Chrome Bar		
25	CPU Fix Barbell Set		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
A 41			
Authorized for a	nd on behalf of (company):		



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SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. G/RFQ-GCC on the website of the Public Entity (insert website address) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

CLAUSE	CONTRACT DATA		
GCC 1.1 (h)	The purchaser is Municipality of Walvis Bay.		
Purchaser			
GCC 1.1(m)	The destination for delivery of the goods is:		
Site	Department of Community and Economic Development		
	Civic Centre, Nangolo Mbumba Drive		
	Walvis Bay		
GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.		
Incoterms Edition			
GCC 8.1	Any notice shall be sent to the following addresses:		
Notices	Municipality of Walvis Bay		
	Civic Centre, Nangolo Mbumba Drive		
	Private Bag 5017		
	Walvis Bay		
	Attention: Head of PMU		
	Tel: 064 201 3357		
	Email: procurement@walvisbaycc.org.na		
	For the Supplier, the address and contact name shall be:		
GCC 10.2	Arbitration is not applicable.		
Settlement of Dispute			
GCC 13.1	The Goods are to be delivered within 1 month from the date of Letter of		
Delivery and Documents	Acceptance.		
GCC15.1	The Price /shall not be adjustable.		
Price Adjustment			
GCC 16.1	The structure of payments shall be full payment following delivery of the		
Terms of Payment	goods and submission of an invoice and the documents listed in Clause 13.1.		
GCC 16.3	Payments shall be made not later than 30 days after submission of an		
Terms of Payment	invoice and its certification by the Purchaser.		
GCC 16.4	The currency of payment shall be the currency of order specified in the		
Terms of Payment	List of Goods, Price Schedule and Product details in the Statement of Requirements.		



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GCC 16.5	The method and conditions of payments to be made to the Supplier under
Payment Method	this Contract shall be as follows:
	(i) On Acceptance: The Contract Price of goods received shall be paid no later than 30 days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
GCC 18.1	No performance security is required.
Performance Security	
GCC 26	Physical Inspection shall be contacted upon arrangement before the
Inspection and Tests	closing date. Arrangements for inspections are to be made with Ruusa
	Kambonde on 064 201 3270 or rkambonde@walvisbaycc.org.na during
	office hours.
GCC 28.5	The period for repair and replacement of defects shall be 7 days.
Repair and replacement	



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Corporate and Investment Banking

Tel: +264 61 294 2126

STANDARD BANK NAMIBIA LIMITED Reg. No. 78/01799

14 Apr 2025

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

14 APR 2025

CORPORATE BANKING DIVISION

RE: CONFIRMATION OF BANK ACCOUNT DETAILS

We herewith confirm that MUNICIPALITY OF WALVIS BAY is an account holder with Standard Bank Namibia and the account is open and active. The banking details are as follows:

Bank Name: STANDARD BANK NAMIBIA
Account Name: MUNICIPALITY OF WALVIS BAY

Account Number: 042859778
Branch Name: WALVIS BAY
Branch Code: 082272
Universal Branch Code: 087373

Type of Account: CURRENT ACCOUNT

Account Currency: NAD

Swift Code: SBNMNANX

This letter is issued and concluded, without any obligation on the part of the bank or its correspondents. Should you require additional information, please do not hesitate to call on us.

Yours Faithfully

Nelson Lucas

HEAD: CORPORATE AND INVESTMENT BANKING

Standard Bank Head Office, Erf 1378, No 1 Chasie Street, Kleine Kuppe, PO Box 3327, Windhoek, Namibia | www.standardbank.com.na | Tel Switchboard: +284 (61) 294 9111

Directors: IAH Tjombonde (Chairman), E Tjipuka" (Chief Executive), 8 Homung, A Kanime, ZK Kasefe, 8TB Madonsela 1, AT Matenda"2, J8 Mwatotele, JG Riedel, PL Schlebusch 1, NA Tjipitua... Company Secretary: Adv. 8 Tjijorokisa. "Executive Director #South African

Standard Bank Namibla Ltd Reg. No.78/01799

Standard Bank IT CAN BE.