



MUNICIPALITY OF WALVIS BAY

OPEN ADVERTISED BIDDING DOCUMENT

GRAPHIC DESIGN, PRINTING, PHOTOGRAPHY SERVICES FOR STRATEGIC PLAN (NCS/RFQ/MWB-17/2026)

ISSUED ON: 21 July 2026
CLOSING DATE: 28 July 2026 @11H00

ADMINISTRATIVE ENQUIRIES:

Mr. Tulipohamba Haukena

Tel: (064) 201 3357

Email: procurement@walvisbaycc.org.na

TECHNICAL ENQUIRIES:

Ms. Anita Kaihiva

Tel: (064) 201 3381

Email: akaihiva@walvisbaycc.org.na

COST OF BID DOCUMENT: N\$ 100.00 (Payable at the Head Office Cashier only or EFT)

BIDDER'S INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
E-MAIL ADDRESS			
TELEPHONE			
TOTAL BID PRICE (VAT EXCLUSIVE)	Lot A	Lot B	Lot C
TOTAL BID PRICE (VAT INCLUSIVE)	Lot A	Lot B	Lot C

Complete and attach a copy of this page to the front of your bidding envelope for ease of identification at the opening of the bid.



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.



The content of this bid document is set out below.

Please make sure that where required, such pages are fully completed and signed where indicated, and make sure that other compulsory documents are attached to the end of this bid document as indicated

Requirement	Page
Letter of invitation	4
Section I: Instructions to Bidders	5 - 6
Section II: Quotation Letter	7
Section III: Statement of Requirements	8 - 10
Section IV: Priced Activity Schedule	11 - 12
Section V: General Conditions of Contract	13
Section VI: Contract Agreement	13
Section VII: Special Conditions of Contract	13
Bid Securing Declaration	14
Section 138(2) of the Labour Act undertaking (Ministry of Labour, Industrial Relations and Employment Creation)	15 – 16
Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)	17
NamRA Good Standing Tax Certificate	17
Social Security Good Standing Certificate	17
Affirmative Action Compliance Certificate or waiver (Office of the Employment Equity Commission)	17
Municipal Registration or Fitness Certificate (issued by the local authority in which jurisdiction the bidder has its registered address and from where it normally operates)	17
SME registration certificate	17
Previous proven experience providing similar goods / services and provide samples	17



LETTER OF INVITATION

TO ALL POTENTIAL BIDDERS

Dear Sir / Madam,

PROVISION OF GRAPHIC DESIGN, PRINTING, PHOTOGRAPHY SERVICES FOR STRATEGIC PLAN (NCS/RFQ/MWB-17/2026)

The Municipality of Walvis Bay invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. 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 initialing of the relevant schedules where indicated. Any bid 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.

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):

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:	SBNMNX

The deadline for submission of bids is 11h00 on 28 July 2026. The bids should be deposited in the bid boxes located at the entrance / foyer, Municipality Head Office.

For any enquiries, please contact the following staff members (via the e-mail: pmunit@walvisbaycc.org.na) or telephonically:

Technical enquiries:	Anita Kaihiva	(064) 201 3381
Administrative enquiries:	TT Haukena	(064) 201 3357

Yours faithfully,

Secretary: Procurement Committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Municipality of Walvis Bay reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Service provider

The Bidder must be a registered SMEs of which ownership vests in a woman or in women, and preference will be given to such qualifying SME's from the suburbs of Kuisebmond and Narraville. The Bidder must also have the equipment required to execute the cleaning part of the project.

3. Validity of Quotations

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

4. Eligibility Criteria

- 4.1. To be eligible to participate in this Quotation exercise, your bid must attach and fully comply with the following requirements, which must be valid at the closing date and time:

	Description
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes, 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	This bid is reserved for MSME's. A valid MSME Certificate must be attached in this regard as proof.
7	All pages of the bidding document should be initialled and fully completed with accurate information at correct spaces.
8	Attach proof of confirmation of account from a Namibian Banking Institution, issued within the past 6 months, with a date stamp.
9	Bidders with Awards / Purchase Orders pending / outstanding / not completed, 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 or awards withdrawn / contracts terminated, will not be considered.
11	Proof of payment.
12	Completed Bidder's Conflict of Interest Declaration.
13	Attendance of the compulsory pre-bid meeting and site inspection.

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

6. Sealing and Marking of Quotations

Quotations must be sealed in a single envelope, clearly marked with the Quotation Number, addressed to the Municipality of Walvis Bay with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

- 7.1 Sealed Quotations must be deposited in the Bid Box located in the foyer of the Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 11:00 on 28 July 2026.



- 7.2 Quotations by post, courier service or hand delivered must reach the bid boxes at the entrance / foter, Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than the date and time indicated in 7.1 above. The Municipality shall not be held responsible for any delays caused by courier companies, persons sent to deliver bids or bids submitted to wrong Offices.
- 7.3 Late quotations will be rejected.
- 7.4 Quotations received by e-mail will not be considered.

8. Opening of Quotations

- 8.1 Quotations will be opened by the Municipality of Walvis Bay immediately after the closing time referred to in instruction 7 above.
- 8.2 A record of the Quotation Opening stating the name of the bidders, the amounts quoted, the presence or absence of a Bid Securing Declaration, and verification that the bid is signed, would be available to any bidder on request within five working days from the Opening.

9. Evaluation of Quotations

- 9.1 The Municipality of Walvis Bay has the right to request for clarifications in writing during evaluation.
- 9.2 Offers that are substantially responsive must be compared on the basis of evaluated cost, to determine the lowest evaluated quotation per lot. The award is subject to instruction 12.1 hereunder.
- 9.3 A margin of 10% may be applied by the Municipality of Walvis Bay upon proof as per instruction 4.2 above.

10. Compliance

The Specifications and Compliance Sheet details the minimum specifications of the services to be provided.

11. Prices and Currency of Payment

- 11.2 Prices quoted shall be fixed in Namibian Dollars.
- 11.2 Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the service, and must include all duties.
- 11.3 The whole cost of performing the service must be included in the items stated, and the cost of any incidental works must be deemed to be included in the prices quoted.

12. Award of Contract

- 12.1 The Municipality reserves the right to award one (1) lot per bidder, or multiple Lots to one (1) bidder.
- 12.2 The Bidder having submitted the lowest substantial evaluated responsive bid and qualified to perform the works, must be selected for award of contract.
- 12.3 Award of contract is by issue of a Letter of Acceptance and to be followed by the signing of a contract.

13. Notification of Award and Debriefing

- 16.1 The Procurement Unit of the Municipality of Walvis Bay must, within 7 working days after award of the contract, 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.
- 16.2 The Procurement Unit of the Municipality of Walvis Bay must attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

14. Duration of Contract

None



SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorised, it will be rejected.

Quotation addressed to:	MUNICIPALITY OF WALVIS BAY
Procurement (Quotation) Number:	NCS/RFQ/MWB-17/2026
Subject matter of Procurement:	PROVISION OF GRAPHIC DESIGN, PRINTING, PHOTOGRAPHY SERVICES FOR STRATEGIC PLAN

We offer to provide the required management, operational and cleaning services at the selected municipal halls, in accordance with the terms and conditions stated in the scope of service as referenced below.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders. We undertake to abide by the Code of Bidders and Suppliers as provided under the Public Procurement Act, 2015, during the procurement process and the execution of any resulting contract.

We undertake to abide by ethical conduct during the procurement process and the execution of any resulting contract.

We agree to the validity period of the Quotation is **180 days** from the date of the bid submission deadline.

We confirm that the amounts quoted in the 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 quotation validity.

Name of Bidder (Company name): _____

Contact Person: _____

Company's Address and seal: _____

Company's telephone, fax and email: _____

Name and Position of Person Authorising the Quotation: _____

Signature: _____

SECTION III: STATEMENT OF REQUIREMENTS

SCOPE OF SERVICES, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Project Scope

- 1.1 The successful bidder shall be responsible for the complete provision of professional graphic design, content editing, photography, printing and branding services for the Municipality's Strategic Plan.
- 1.2 The services shall include the conceptualisation, design, editing, production and delivery of all printed and promotional material specified in this bid document.
- 1.3 The successful bidder shall ensure that all designs are submitted for approval before printing or production.
- 1.4 All final artwork, photographs and design files created under this contract shall become the property of the Municipality upon completion of the project.

2. Duties and conditions

The contractor shall perform the following duties:

- 2.1 Design and produce a modern, professional and futuristic layout for a 52-page Strategic Plan publication.
- 2.2 Provide professional content editing, proofreading, grammar and formatting consistency.
- 2.3 Design two (2) pull-up banners based on the Strategic Plan concept.
- 2.4 Produce one (1) A3 canvas print of the Strategic Plan cover.
- 2.5 Provide HD professional photography (including editing) for 18 individuals.
- 2.6 Provide a professionally printed and framed black-and-white portrait of the Mayor matching existing frames.
- 2.7 Take Print 200 Strategic Plan books (350 gsm matt laminated cover, 120 gsm silk inside, perfect bound, 52 pages).
- 2.8 Supply one 150 cm floor-standing easel of good quality.
- 2.9 Print 100 A5 programmes on 120 gsm paper.
- 2.10 Cleaning of the areas directly outside the hall including the stoeps and steps, up to the pavement, before and after each event.
- 2.11 Print two (2) pull-up banners.
- 2.12 Be able to produce within 14 days.



3. Quality requirements

- 3.1 All designs and printing shall be of professional quality.
- 3.2 Municipality approval is required before printing.
- 3.3 Reasonable amendments before final approval shall be included.
- 3.4 Printed materials shall be free from defects.

4. Deliverables:

- 4.1. Designed Strategic Plan.
- 4.2. Edited content.
- 4.3. Two banner designs.
- 4.4 A3 canvas.
- 4.5 Eighteen (18) edited portraits in soft copy
- 4.7 Framed Mayor portrait.
- 4.8 Two hundred (200) books (52 pages).
- 4.9. 150 cm easel.
- 4.10 100 A5 programmes.
- 4.11. Two (2) printed pull-up banners.

5. Duration of the contract:

Contract remains valid until all deliverables are completed and accepted.

6. Contact requirements

The Contractor shall provide an email address as well as a dedicated person to work with through the process.

7. Breach of contract:

- 7.1 Should the bidder fail to fulfil any of its obligations or conditions in terms of the agreement to be entered between the contractor and the Council, for any reason whatsoever, such failure shall constitute a breach of contract.
- 7.2 Upon written notification of such breach of contract, the contractor shall be allowed twelve (12) hours to rectify such condition.
- 7.3 Pro rata payment shall be made only for such work performed to the satisfaction of the Supervisor Buildings and/or the Secretary: Human Resources and Corporate Services.



MUNICIPALITY OF WALVIS BAY
PROVISION OF GRAPHIC DESIGN, PRINTING, PHOTOGRAPHY
SERVICES FOR STRATEGIC PLAN

Bid No: W/RFQ/MWB-02/2026
Page: 10 of 20

- 674 Should the Contractor breach any of the material provisions of this agreement and remain in breach of such provisions despite reasonable notice by the Municipality that the Contractor should remedy such breach, the Municipality will be entitled to cancel this agreement.



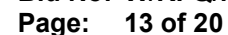


MUNICIPALITY OF WALVIS BAY
PROVISION OF GRAPHIC DESIGN, PRINTING, PHOTOGRAPHY
SERVICES FOR STRATEGIC PLAN

Bid No: W/RFQ/MWB-02/2026

Page: 12 of 20

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i>		<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measurement	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Total price with VAT
	LOT: B – PHOTOGRAPHY SERVICES							
1.	Cost of HD Professional photography service (include editing) for 18 individuals							
2.	Cost of Print and Framing of Mayor's picture in black and white (Must look like all previous mayor's frame, hung in the building on 2 nd floor)							
3.	Other expenses: <i>provide information here</i>							
	Lot: B - Total price (excluding VAT)							
	Total price (including VAT)							



INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]		<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measurement	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Total price with VAT
	LOT C – Printing Services and provision of one Easels							
1.	Cost of Printing 200 Strategic Plan Books (52 Pages) - Cover: 350 gsm Matt Art Card + Matt Lamination - Inside: 120 gsm Silk paper - Perfect bound 52 pages							
2.	Cost of 150 cm off the floor easel							
3.	Cost of Printing 100 A5 programmes -120 gsm paper							
4.	Cost of printing 2 (two) pull up banners							
5.	Other expenses: <i>provide information here</i>							
	Lot: C - Total price (excluding VAT)							
	Total price (including VAT)							



MUNICIPALITY OF WALVIS BAY
PROVISION OF GRAPHIC DESIGN, PRINTING, PHOTOGRAPHY
SERVICES FOR STRATEGIC PLAN

Bid No: W/RFQ/MWB-02/2026

Page: 14 of 20

Grand Total price – All Lots (excluding VAT)			
Grand Total price – All Lots (including VAT)			
NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: NAD Exchange Rate: _____ Delivery Period: 14 days Country of Origin: _____

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

Bid invalid if not signed here

WRITTEN UNDERTAKING

Section 138 of the Labour Act, 2007 and Section 50(2)(d) of the Public Procurement Act, 2015



Republic of Namibia
Ministry of Justice and Labour Relations

1. EMPLOYERS DETAILS

Company Trade Name:	
Registration Number:	
VAT Number:	
Industry/Sector:	
Place of Business:	
Physical Address:	
Telephone No.:	
Fax No.:	
Email Address:	
Postal Address:	
Full Name of Owner/ Accounting Officer:	
Email Address:	

2. PROCUREMENT DETAILS

Procurement Reference No: NCS/RFQ/MWB-17/2025

Procurement Description; Provision of graphic design, printing and photography service for strategic plan

Anticipated Contract Duration: Once-off

Location Where the Work Will Be Done: Walvis Bay



3. UNDERTAKING

I, _____, [name of 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 but is not limited to, the cancellation of the contract/license/grant/permit or concession.

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 but is not limited to, the cancellation of the contract/license/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.*

BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IS THIS WRITTEN UNDERTAKING IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS WRITTEN UNDERTAKING WILL NOT BE ACCEPTED.



BIDDER'S CONFLICT OF INTEREST DECLARATION

(To be completed by the Bidder by ticking in the appropriate box)

DECLARATION	YES	NO
1 Does the Bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Public Entity regarding this bidding process?		
2 Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. This also limits the inclusion of the same subcontractor in more than one bid.</i>		
3 Has the Bidder (owners / shareholders) or any of its affiliates participated in the preparation of the design or technical specifications of the Contract that is the subject of this Bid?		
4 Has the Bidder participated in the deliberations or took part in the decision-making process in relation to the bidding process?		
5 Is the bidder a Member of the Local Authority Council, Procurement Management Unit, Bid Evaluation Committee, Procurement Committee, Accounting Officer or staff member of the Municipality of Walvis Bay?		
6 Did the Bidder familiarize themselves with Sections 67 and 68 of the Public Procurement Act, 2015 (Act 15 of 2015), as amended; and fully understand the content thereof?		
7 Is there any other declaration that the Bidder would like to make? <i>If so, please write on a separate sheet and attach it to the bid.</i>		

Declaration made by:

NAME:	SIGNATURE	DATE
NAME OF BIDDER:		

BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS DECLARATION IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS DECLARATION WILL NOT BE ACCEPTED

SECTION V: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) for the Procurement of Services (Ref. **NCS/RFQ-GCC**) (available from the Municipality of Walvis Bay on request) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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 Services except where modified by Special Conditions as set out below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The sites are: Walvis Bay Town Hall, Kuisebmond Community Hall, Narraville Community Hall
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Delivery of service GCC 13.1	Services for a period of three (3) years from date of Award.
Terms of Payment GCC 16.1	The structure of payments shall be: Payment shall be made monthly upon receipt of tax invoice.
Terms of Payment GCC 16.3	Payments shall be made not later than 7 days after submission of an invoice and its certification by the Purchaser.
Performance Security GCC 18	No performance security is required for this project
Insurance GCC 24	The contractor shall insure its employees for any eventuality that may occur during the duration of this contract, at any of the sites in GCC1.1(m)
Transportation GCC 25	The Purchaser shall not provide any transport to the Contractor or its staff



BID SECURING DECLARATION

[Section 45 of Act) (Regulation 37(5) and 56(2)]

This form is compulsory for all Bidders

Bid No.: NCS/RFQ/MWB-17/2026

To: Municipality of Walvis Bay, Civic Centre, Nangolo Mbumba Drive, 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

Name: _____
[insert complete name of person signing the Bid Securing Declaration]

Capacity: _____
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: _____
[insert complete name of Bidder]

Signed: _____
[insert signature of person whose name and capacity are shown]

Dated on _____ day of _____, _____
[insert date of signing]



OTHER MANDATORY DOCUMENTS

Attach the following mandatory documents to this page. Certified copies are also acceptable.

Note: ALL the documents must be valid and must be attached, failing in which your bid will not be considered further.

Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)
NamRA Good Standing Tax Certificate
Social Security Good Standing Certificate
Affirmative Action Compliance Certificate OR Waiver (Office of the Employment Equity Commission)
Walvis Bay Municipal Registration or Fitness Certificate
SME registration certificate