

# EXPRESSION OF INTEREST TO BID AT NAMCOL



## Invitation To Be Registered As A Potential Bidder At The Namibian College Of Open Learning (NAMCOL)

**Submission Documents:** Submission of documents will be done as from on Monday, 14 April, 2025, at Jetu Jama Centre, Independence Avenue, Windhoek, Namibian College of Open Learning Office, Windhoek

**Submission of Bid Documents:** Submission of documents should be delivered in sealed envelopes to the tender box at the reception area, at Jetu Jama Centre, Independence Avenue, Windhoek, Namibian College of Open Learning, Head Office, Windhoek.

**Bid Submission Deadline:** Tuesday, 20 May 2025

**Bid Closing Time:** 14:30 p.m.

**Submission Address:** Tender Box at the Reception  
NAMCOL Head Office  
Jetu Jama  
2031 Independence Avenue, Katutura

**Enquiries:** Ms. Himeezembi Katjivena  
Head of Procurement Management Unit  
NAMCOL, Head Office, Windhoek.  
Tel: +26461 3025385  
Email: Procurement@namcol.edu.na

GOODS		
1. SUPPLY OF PROMOTIONAL MATERIALS	10. PLUMBING GOODS SUPPLY	20. SUPPLY OF FIRE EQUIPMENT AND MAINTANANCE (LIFE-SAVING EQUIPEMNT'S)
2. SUPPLY OF PERSONNEL PROTECTIVE CLOTHING	11. SUPPLY OF WELLNESS GOODS (UNIFORMS, T-SHIRTS, SPORT GEAR AND OTHER RELATED GOODS	21. SPECIALISED PERSONNEL PROTECTIVE CLOTHING (EMERGENCY SERVICES)
3. SUPPLY OF CORPORATE GIFTS	12. SUPPLY OF CORPORATE UNIFORM	22. SUPPLY OF MECHANICAL MATERIALS, TYRES, AND OTHER RELATED MATERIALS
4. SUPPLY OF IT EQUIPMENTS AND NETWORK APPLIANCES (INCLUDING BUT NOT LIMITED TO COMPUTER, LAPTOPS, SERVERS, PRINTERS, NETWORK HARDWARE)	13. SUPPLY OF COMPUTER SOFTWAREAND APPLICATIONS INCLUDING LICENCES	23. SUPPLY OF FOOD AND BEVERAGES (LOCAL)
5. SUPPLY OF CLEANING MATERIALS AND EQUIPMENT OR RELATED CLEANING SUPPLIERS	14. SUPPLY OF OFFICE FURNITURES	24. SUPPLY OF FLOWERS AND PLANTS
6. SUPPLY STATIONERIES AND CATRIDGES	15. SUPPLY OF CROCKERY, CUTLERIES, GLASSES, AND OTHER RELATED UTERNSITS	
7. SUPPLY OF MOTOR VEHICLES SPARE PARTS AND RELATED SUPPLIERS	16. SUPPLY OF VEHICLES	
8. SUPPLY OF BUILDING MATERIALS, ELECTRICAL AND APPLIANCES	17. SUPPLY OF NEWSPAPER, PERIODICALS, BOOKS, OTHER MEDIA PUBLICITY MATERIALS	
9. SUPPLY OF GARDEN TOOLS AND EQUIPMENT	18. SUPPLY OF FIRST-AID SUPPLIERS	
	19. SCIENCE LABORATORY CONSUMABLE AND RELATED ITEMS	

### WORKS

1. SUPPLY OF CIVIL SERVICES	6. CONSTRUCTION, RENOVATION AND MAINTENANCE OF NAMCOL BUILDINGS AND FACILITIES	9. PLUMBING, CARPENTRY, PAINTING, INTERLOCK AND GARDENING/LANDSCAPING SERVICES (LOCAL)
2. SUPPLY OF ELECTRICAL AND MECHANICAL SERVICES	7. CONSTRUCTION OF ARCHIVE FACILITY	10. STRUCTURED DATA AND ELECTRICAL CABLING
3. SERVICING AND MAINTENANCE OF VEHICLES	8. UPS AND GENERATOR MAINTENANCE SERVICES	
4. REPAIR AND UPHOLSTERY OF OFFICE FURNITURE		
5. PAINTING SERVICES		

### CONSULTANCY SERVICES

1. ARCHITECTURE DESIGN SERVICES	9. PUBLIC AND ENVIROMENTAL HEALTH CONSULTING	17. PROVISION OF INVESTIGATIONS AND RELATED SERVICES
2. PROPERTY VALUATION SERVICES	10. FLEET MANAGEMENT SERVICES	18. CHARING AND FACILITATING GRIEVANCE, AND RELATED DISCIPLINARY HEARINGS SERVICES
3. LEGAL AND COVEYANCING SERVICES	11. DEBT COLLECTION / IT COMPANY SERVICES	19. PROVISION OF PROFESSIONAL SERVICES
4. ENGINEERING SERVICES	12. DRAFTING OF INTERNAL POLICIES AND STRATEGIC PLAN	
5. CORPORATE IDENTITY BRANDING MANUAL	13. TOWN PLANNING SERVICES	
6. PROVISION OF ACCOUNTING AND TAX CONSULTANCY SERVICES	14. QUANTITY AND LAND SURVEYORS' SERVICES	
7. PROVISION OF HR CONSULTANCY SERVICES	15. WEBSITE DESIGN AND UPGRADE	
8. PROVISION OF SHORT-TERM INSURANCE SERVICES	16. PROVISION OF INTERNAL AUDITING SERVICES	

### NON-CONSULTANCY SERVICES

1. REFUSE REMOVAL, CLEANING, CLEARING AND RELATED SERVICES	7. PROVISION OF FIRE DETECTION AND SUPPRESSION SYSTEM	13. TRANSPORTATION OF STUDY MATERIALS AND RELATED SERVICES
2. PROVISION OF BANKING SERVICES	8. AIR CONDITIONERS AND FIRE EXTINGUISHERS SERVICES	14. LETTING OR HIRING OF HEAVY PLANT AND MACHINERY
3. RENTAL OF MOBILE TOILETS	9. ADVERTISING SERVICES	15. SUPPLY OF PHOTOGRAPHY SERVICES
4. PROVISION OF COURIER SERVICES	10. SECURITY SERVICES	16. PROVISION OF TENTS, STAGES, CHAIRS, AND TABLE
5. PROVISION OF ADVERTISING, MARKETING, AND RELATED SERVICES	11. PROVISIONS OF RENTAL ACCOMODATION AND HOSPITALITY IN NAMIBIA	
6. PROVISION OF SECURITY SYSTEM SERVICES SUCH AS ACCESS CONTROLAND SURVEILLANCE CAMERAS AND ETC.	12. PROVISION OF ENTERTAINMENT SERVICES, DECORATIONS, CATERING SERVICES.	

### MANDATORY DOCUMENTS

1. VALID COMPANY REGISTRATION CERTIFICATE;	5. VALID CERTIFIED COPY OF AFFIRMATIVE ACTION COMPLIANCE CERTIFICATE, PROOF FROM EMPLOYMENT EQUITY COMMISSIONER THAT BIDDER IS NOT A RELEVANT EMPLOYER, OR EXEMPTION ISSUED IN TERMS OF SECTION 42 OF THE AFFIRMATIVE ACTION ACT, 1998;	6. VALID COMPANY PROFILE WITH TRACEABLE REFERENCES
2. VALID GOOD STANDING TAX CERTIFICATE;		7. FITNESS CERTIFICATE (WHERE APPLICABLE)
3. VALID GOOD STANDING SOCIAL SECURITY CERTIFICATE;		
4. VALID CERTIFICATE INDICATING SME STATUS (FOR BIDS RESERVED FOR SMES);		

ISSUED BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER

Dr Ngepathimo Kadhila

14 April 2025



NAMCOL