

EXPRESSION OF INTEREST: NOTICE NUMBER: EOI/NCL-003/2025/26

Provision of Repair and Maintenance Services for the NAMCOL Digital Billboard



1. BACKGROUND

The Namibian College of Open Learning (NAMCOL) is a state-owned institution mandated to provide open and distance learning opportunities to Namibians. As part of its income-generation initiatives, NAMCOL operates a double-sided LED Digital Billboard located at its head office, Jetu Jama Centre in Windhoek. The Billboard is used to display internal and commercial adverts and plays a significant role in enhancing the institution's visibility and financial sustainability.

2. PURPOSE

NAMCOL invites expressions of interest from qualified and experienced service providers for the provision of repair and ongoing maintenance services for its Digital Billboard. This request is prompted by the need to address technical issues related to the LED panels and to ensure that the billboard operates at full functionality at all times.

3. SCOPE OF SERVICES

The selected service provider will be expected to:

- Conduct an assessment of the condition of the digital billboard
- Repair faulty components, particularly LED display panels
- Provide regular maintenance and technical support
- Ensure the billboard is safe, functional, and operating at optimal capacity
- Offer advice and technical expertise for system upgrades and enhancements, when necessary

4. REQUIRED DOCUMENTATION

Interested service providers must submit the following:

- Valid Company Registration Certificate;
- Valid Good Standing Tax Certificate;
- Valid Good Standing Social Security Certificate;
- Valid Certificate Indicating MSME Status (For Bids Reserved for MSME);
- 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;
- Valid Company Profile with traceable references
- List of similar projects undertaken, including three (3) reference letters within the last five (5) years
- Team composition and proof of qualifications of key personnel;
- Fitness Certificate (provide if applicable)
- Technical proposal outlining approach, methodology, and timelines
- Proof of experience in LED digital signage repair and maintenance

5. SUBMISSION INSTRUCTIONS

All proposals should be hand-delivered in a sealed envelope clearly marked:

“EOI: Provision of Repair and Maintenance Services for NAMCOL Digital Billboard”

Procurement Management Unit

Namibian College of Open Learning (NAMCOL)

Private Bag 15008, Katutura

Windhoek, Namibia

The documents must be deposited in the Tender Box located at the NAMCOL Head Office, Ground Floor, on or before **20 June 2025**.

6. ENQUIRIES

For more information or clarification, please contact:

6.1 TECHNICAL ENQUIRIES:

Mr. Phillip Kamonde

Manager: Enterprise Development

Tel: +264 61 320 5218

Email: f.kamonde@namcol.edu.na

Or

6.2 ADMINISTRATIVE ENQUIRIES:

Ms. Himeezembi Katjivena

Head of Procurement Management Unit

NAMCOL, Head Office, Windhoek.

Tel: +26461 3025385

Email: himeezembi@namcol.edu.na or Procurement@namcol.edu.na

Closing Date and Time: Tuesday, 24 June 2025, at 10:00 a.m.

Kind regards,

Dr Ngepathimo Kadhila

ACCOUNTING OFFICER