

# Notice to Suppliers

## Pre-Approved Suppliers Eligibility Lists

The Road Fund Administration (RFA) is a statutory organisation established under Act 18 of 1999 to professionally manage the Namibian Road User Charging System (RUCS) with a view to secure and allocate funding required to achieve a safe and economically efficient road sector in Namibia.

The RFA invites suitably qualified and experienced Namibian service providers to submit company profiles for the supply of goods and services.

Service providers should clearly indicate the type of goods and services they render, which correspond with the nature of business stated in their company's founding statement or amendment thereof.

### GOODS

- Supply of office furniture
- Supply of promotional items and corporate gifts
- Supply of cleaning materials, hygiene related supplies and equipment
- Supply of stationery and related supplies
- Supply of first aid supplies
- Supply of garden tools and equipment
- Supply of building, plumbing, electrical materials and appliances
- Supply of mechanical materials, and other related materials (milling, drilling, turning)
- Supply of safety equipment
- Supply of pesticides, fertilizer and herbicides
- Supply of fencing materials
- Supply of packaging materials (cartons, labels, plastics, cans, lids, buckets)
- Supply of occupational health instrument
- Supply of HR/IR training
- Supply and service of fire equipment
- Supply of ink cartridges for printers

- IT infrastructure, network cabling and wireless installations
- Supply of software development services
- Servicing of freezers and / air conditioners
- Rehabilitation and maintenance of oxidation ponds, sewer pumps and septic tanks
- Rehabilitation and maintenance of water pumps
- Repair/maintenance/services of gensets
- Pest control chemicals and materials supply.

### CONSULTANCY SERVICE

- Properties valuation services
- Architecture services
- Engineering services
- Interior design services
- Survey services
- Property valuation services
- Mechanical
- Electrical
- Other consultancy services

### NON-CONSULTANCY SERVICES

- Office cleaning services
- Short-term insurance services
- Security services
- Services of air conditioners, fire extinguishers
- Supply of events management services and decoration

- Hospitality and catering
- Provision of security services
- Services and repair of vehicles
- Replacement/refilling of gas bottles
- Design of newsletters and exhibition materials
- Branding services
- Hiring of event tents, chairs and tables, sound system
- Laundry services
- Bulk SMS communication
- Service of fire detection and suppression system
- Cleaning services for windows (including high buildings)
- Short training courses, symposiums and workshops
- Translations services
- Service of operational equipment
- Debt collection
- Car hire services
- Emergency and firefighting services
- Digital marketing and production
- Media monitoring
- Design and layout
- Digital/video production
- Radio services
- Graphic, website and brand design

### WORKS

- Construction, maintenance, renovation of RFA buildings and fences all regions full tender
- Supply of electrical, plumbing, mechanical and related works

### NB: The documents outlined below are mandatory in order to qualify for listing as an eligible supplier:

- A Valid Certified Copy of Company Registration Documents;
- An Original Valid Inland Revenue Good Standing Tax Certificate;
- An Original Valid Social Security Good Standing Certificate;
- A Valid Certified Copy of Affirmative Action Compliance, Proof from Employment Equity Commissioner that the Bidder is not a Relevant Employer, Or Exemption Issued in Terms of Section 42 of the Affirmative Action Act, 1998;
- A Certificate Indicating SME Status (For Bids Reserved for SMEs).

### The RFA shall have the right to:

- Ask for clarification at the time of evaluating company profiles.
- Reject all company profiles. If the above mentioned conditions are not adhered to.
- Remove non-performing suppliers from the list.

Submissions must be in sealed envelopes clearly marked with the services provided, as per above list and addressed to:

**The Procurement Management Unit  
Road Fund Administration  
21 Feld Street  
Windhoek**

**Due date: 6 September 2019**

**Enquiries: Mr. Scheifert Shigwedha  
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