



MINISTRY OF AGRICULTURE, FISHERIES, WATER, AND LAND REFORM
PROCUREMENT MANAGEMENT UNIT: VOTE 38

INVITATION FOR SUBMISSION OF COMPANY PROFILE

REQUEST FOR THE SUBMISSION OF COMPANY PROFILES PROVISION OF DRILLING AND TEST PUMPING OF BOREHOLES, INSTALLATION OF NEW BOREHOLES, REHABILITATION OF WATER POINT INFRASTRUCTURES, CLEANING OF BOREHOLES, CONSTRUCTION AND REHABILITATION OF EARTH DAMS, INSTALLATION OF MINI DESALINATION PLANTS FOR SALINE BOREHOLES, AND MODERNISATION OF TRADITIONAL WELL. PROOF OF EXPERIENCE, COMPLETION CERTIFICATE, REFERENCE LETTERS, AND BIDDING MANDATORY DOCUMENTS TO LIST ON THE MINISTRY'S WATER INFRASTRUCTURE DEVELOPMENT PROCUREMENT DATABASE FOR 2026/2027-2027/2028 FINANCIAL YEAR

Ministry of Agriculture, Fisheries, Water and Land Reform hereby invites prospective service providers in terms of Regulation 14 and 17 of the Public Procurement Regulation 2017. Companies are requested to submit their company profile documentations, clearly to be listed and it should correspond with nature of business state in the company founding statement or amendment, for the Ministry's water infrastructure database for the 2026/2027-2027/2028 financial year. The following bidding mandatory documents must accompany the company profiles:

NO.	DOCUMENT NAME/TITLE
1	Original Expression of Interest Document,
2	Company Profile (should have contact details, location and supplier's goods / services),
3	Proof of experience, completion certificate, and reference letters,
4	Certified copy of a valid Certificate of Good Standing with Social Security Commission,
5	Certified copy of a valid Good Standing Tax Certificate (Value Added Tax),
6	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,
7	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Document serving as evidence of registration such as a trust deed in terms of registered deeds or a partnership agreement in terms of partnership

Interested and eligible service providers may obtain the Requirements from the e-Government Procurement Portal at: <https://egp2.gov.na>. A separate company profile/application shall be submitted for each job category applied for, in separate sealed envelopes clearly marked with the respective job category being applied for.

The Ministry shall have the rights to:

- Ask for clarifications at the evaluation of company profiles,
- Reject company profiles that do not adhere to the criteria in the requirements/advert,
- Due to security reasons, some services may require vetting,
- Conduct site inspections at company's premise.

Submission of Company Profiles (NB! Bidder should submit a bidding document for each interest area/activity)

Sealed Envelope marked, **request for submission of company profile, on the Ministry's water infrastructure development database for the 2026/2027 and 2027/2028 financial years, Region and interest area/activity.** should be deposited in the Quotation/Bid Box located at **Ministry of Agriculture, Fisheries, Water and Land Reform, No.55 Robert Mugabe Avenue, Ground Floor, PMU Office, Private Bag 13343, Windhoek**. Submissions received electronically, either by e-mail or fax, will not be considered.

Due date for Submission: 21 August 2026

Clarifications should be addressed to:

E-mail: Jessica.Soja@mfmr.gov.na

The Secretary to the Procurement Committee: Vote 38
Ministry of Agriculture, Fisheries, Water and Land Reform
Fisheries Building
Private Bag 13343
55 Robert Mugabe Avenue, Windhoek Namibia
Tel: +264 61 2965339


Jessica Soja

HEAD OF PROCUREMENT MANAGEMENT UNIT: 38





REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM
PROCUREMENT MANAGEMENT UNIT: VOTE 38

Tel.: (061) 29655339
Fax: (061) /228240/2965322
Enquiries: **Ms. Jessica Soja**
E-mail: Jessica.Soja@mfmr.gov.na

Robert Mugabe Avenue
No.55
Private Bag 13343
Windhoek

INVITATION IN TERMS OF REGULATION 14 OF THE PUBLIC PROCUREMENT
REGULATIONS, 2017

RE: REQUEST FOR THE SUBMISSION OF COMPANY PROFILES, PROOF OF EXPERIENCE, COMPLETION CERTIFICATE, REFERENCE LETTERS AND BIDDING MANDATORY DOCUMENTS FOR THE PURPOSES OF LISTING ON THE MINISTRY WATER INFRASTRUCTURE DEVELOPMENT PROCUREMENT DATABASE FOR 2026/2027 and 2027/2028 FINANCIAL YEARS

1. PURPOSE:

To obtain company profiles from bidders/contractors/suppliers interested in conducting business and be part of the pre-approved list for the procurement of services/works in respect of boreholes installation, and water point infrastructures, drilling and test pumping of boreholes, rehabilitation/cleaning of boreholes, construction of short pipelines, construction of earth dams ,rehabilitation of earth dam, dam/river abstraction and treatment and construction of traditional wells for the Ministry of Agriculture, Fisheries, Water and Land Reform during the 2026/2027 and 2027/2028 Financial Years. Bidders are requested to submit the relevant documentations, as well as to indicate the area of interest and competency, region, years of experience, attach proof of experience claimed, when completing the below tables. The company profile should be submitted together with the requested documents, and bidders which like to bid for more than one area/activity should submit complete bid document to each interest area/activity.

2. THE REQUIREMENTS:

Kindly complete the document to each activity as mentioned on the table below and indicate the name of the region, experience and attached the proof of experience.

2.1 DRILLING AND TEST PUMPING OF BOREHOLES

Name of the Bidder/Company/Supplier/Contractor	Region to be registered for	Years of experience	State proof of experience, attached Completion Certificate/Reference letter

2.2 INSTALLATION OF NEW BOREHOLES AND WATER POINTS INFRASTRUCTURES AND REHABILITATION OF WATER POINTS INFRASTRUCTURES

Name of the Bidder/Company/Supplier/Contractor	Region to be registered for	Years of experience	State proof of experience, attached Completion Certificate/Reference letter
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2.3 REHABILITATION AND CLEANING OF BOREHOLES

Name of the Bidder/Company/Supplier/Contractor	Region to be registered for	Years of experience	State proof of experience, attached Completion Certificate/Reference letter
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2.4 CONSTRUCTION OF EARTH DAMS AND REHABILITATION OF EARTH DAMS

Name of the Bidder/Company/Supplier/Contractor	Region to be registered for	Years of experience	State proof of experience, attached Completion Certificate/Reference letter
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2.5 CONSTRUCTION AND INSTALLATION OF TRADITIONAL WELLS

Name of the Bidder/Company/Supplier/Contractor	Region to be registered for	Years of experience	State proof of experience, attached Completion Certificate/Reference letter
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2.6 INSTALLATION OF MINI – DESALINATION PLANTS FOR SALINE BOREHOLES

Name of the Bidder/Company/Supplier/Contractor	Region to be registered for	Years of experience	State proof of experience, attached Completion Certificate/Reference letter
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2.1 DAM/RIVER ABSTRACTION AND TREATMENT

Name of the Bidder/Company/Supplier/Contractor	Years of experience	State proof of experience, attached Completion Certificate/Reference letter
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3. To be eligible for consideration please provide the following documentation:

3.1 Bidding Mandatory/Eligibility Documents as per Section 50 of the Public Procurement Act, 2015 (Act, No.15 of 2015) as amended.

- (a) a valid certificate of good standing with the Receiver of Revenue;
- (b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) As required by the Affirmative Action (Employment) Act, 1998 (Act No.29 Of 1998)
 - (i) A valid affirmative action compliance certificate issued under section 41 of that Act; or
 - (ii) An exemption issued under section 42 of that Act; or
 - (iii) A proof from the employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;
- (d) A written undertaking as contemplated in section 38(2) of the Labour Act, 2007 (Act No. 11 of 2007)
- (e) A valid-
 - (i) Certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
 - (ii) Certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;
 - (iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
 - (iv) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements

But a bidder who is a sole proprietor only needs to comply with the provisions of paragraphs (a) to (d).

4. Other Compulsory documents to be submitted

- (a) Signed Bid-securing Declaration.
- (b) Proof of Experience as main contractor with three (3) Completion Certificate/Reference letters comprising of the total amount of;

- (i) N\$ 2 million for Installation,
- (ii) N\$ 3 million for drilling,
- (iii) N\$ 1million for Earthdams,
- (iv) N\$ 3 million for Mini-Desalination plants,
- (v) N\$ 100 000 for traditional wells, and
- (vi) N\$ 1 million for Cleaning of boreholes.

The Completion Certificate/Reference letters to be supported by the awards letters / purchase order. Attached Completion Certificates must be signed by the Project Managers / Reference Letters signed by the Accounting Officers/ Heads of Institutions and OMA's (E.g. Chief Executive Officers, Executive Directors etc.) NB: Other participants' proof of experience will not be taken into consideration.

(c) Company Profiles

5. Other requirements

- (a) Bidder must initial all pages including attachments
- (b) The Ministry shall inspect all drilling rigs and equipment's before a bidder/contractor/supplier is qualified for listing on the database.
- (c) Subcontracting experience shall not be considered
- (d) Leasing of equipment from a participating bidder/contractor/supplier is regarded as conflict of interest and shall not be considered, and may attract legal actions.

The Ministry shall have the rights to:

- (a) Ask for clarifications at the time of evaluation of submitted documents and
- (b) Reject all applications, if the above-mentioned is not adhered to.

4. Submission of Proposal

Sealed Envelope marked **"invitation in terms of Regulations 14 of the Public Procurement Regulation, 2017; request for submission of company profile, proof of experience, completion certificate, reference letters and bidding mandatory documents for the purposes of listing on the Ministry's water infrastructure development database for the 2026/2027 and 2027/2028 financial years"**, should be deposited in the Quotation/Bid Box located at Ministry of Agriculture, Fisheries, Water and Land Reform, (Land Reform Building) No.55 Robert Mugabe Avenue, Ground Floor, PMU Office, Private Bag 13343, Windhoek. Proposal received by e-mail will not be considered.

NB! Bidder should submit a bidding document for each interest area/activity.

Yours faithfully,


Ms. Jessica Soja

Head of Procurement Management Unit: Vote 38



[This form is to be deleted if Bid Securing Declaration is not applicable.] **Appendix to Quotation Letter**

BID SECURING DECLARATION
(Section 45 of Act) (Regulation
37(1) (b) and 37(5))

Date: *[Day | month | year]*

Procurement Ref No.:

To:

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

Signed:

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

Capacity of:

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

Name:

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

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

Dated on _____ day of _____

[insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]*

****delete if not applicable / appropriate***



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 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:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

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.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full 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 not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

*1. A labour inspector may conduct unannounced inspections to assess the level of compliance
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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