



ROADS AUTHORITY
Private Bag 12030
Ausspannplatz
Windhoek
NAMIBIA

SAFE ROADS • TO PROSPERITY

Our Ref.:

Enquiries: Janet Japhta

Telephone: +264-61-284 7358

Your Ref.:

E-mail: japhtaj@ra.org.na

NOTICE TO BIDDERS - No 1

PROCUREMENT REFERENCE NO: G/RFQ/RA-50/2025

Supply and Delivery of Stationery

Dear Bidders,

The Notice to Bidders No.2 serves as formal communication to all bidders to take note of changes as attached for your information and consideration.

All bidders are hereby requested to acknowledge receipt of this notice by completing the attached acknowledgement form and return it via email to Ms. Janet Japhta: japhtaj@ra.org.na

Kindly note that only PDF attachments completed and endorsed without alterations will be accepted.

The deadline to respond for acknowledgement is **Thursday, 29th January 2026 @10h00**

Yours Sincerely,

pp 
.....
Julia Akwaanyenga 14/01/26

MANGER: PROCUREMENT AND TENDER COMPLIANCE

Established in terms of the Roads Authority Act, 1999 (Act 17 of 1999)

Board of Directors: Mr M. Kambulu (Chairperson), Dr S. Karuaihe (Deputy Chairperson), Mr R.R. Böhmer, Ms G. Xawes, Mr W Ngashikuao, Ms C. Hengari, Mr H.K. Hamutenya

NOTICE TO BIDDERS - No 1
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Supply and Delivery of Stationery

1. INTRODUCTION

The Notice to Bidders No.2 forms part of the bid and contract documentations. Receipt of this Notice must be acknowledged immediately using the accompanying acknowledgment of receipt form. Bidders will be disqualified if this Notice to Bidders are not signed and return to our offices. The Notice to Bidders must also be submitted with supporting documents at the date of closing.

2. AMENDMENT TO THE REQUEST FOR QUOTATION DOCUMENT

2.1 Section III: List of Goods and Price Schedule

Replace this page and place it on page (Substitute) of the bidding document

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NOTICE TO BIDDERS - No 1
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Receipt of Notice to Bidder's No.1 is acknowledged. The notice consists of:

Page 1: Roads Authority Cover Letter :.1page
Page 2: Price Schedule Activity ..1 page
Page 3: Acknowledgement Receipt ..1 page

Signature of Bidder

Name of Firm/Company

Date

The deadline to respond for acknowledgement is Thursday, 29 January 2025 @10h00

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Ngashikuao. Ms C. Hengari, Mr H.K. Hamutenya

**LOT 1: ROADS AUTHORITY,
NATIS ONDANGWA**

Section III: List of Goods and Price Schedule

Procurement Ref No: G/RFQ/RA-50/2025

INSTRUCTIONS TO BIDDERS									
1					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]				
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1.	Rotatrim photocopy paper A4	255	Ream.						
2.	Archiving box	100	Box.						
3.	Mpact storage box with lid unprinted	100	Box.						
4.	White board marker set and duster 11x6x3 cm	1	Ea.						
5.	A4 Lever arch files(500 sheet capacity 56mm)	50	Ea.						
6.	Delivery Cost if any								
						Grand total (Inclusive of VAT)			
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							



Mpact storage box with Lid