



**ROADS AUTHORITY**  
Private Bag 12030  
Ausspannplatz  
Windhoek  
NAMIBIA

**SAFE ROADS TO PROSPERITY**

Our Ref.: NCS/RFQ/RA-27/2025

Your Ref.:

Enquiries: Janet Japhta  
Telephone: +264 61 284 7358

E-mail: [japhtaj@ra.org.na](mailto:japhtaj@ra.org.na)

**NOTICE TO BIDDERS – No 1**

**Procurement Reference No: NCS/RFQ/RA-27/2025**  
**ROVISION OF PHOTOCOPIER MACHINES LEASING AND MAINTENANCE FOR A**  
**PERIOD OF 36 MONTHS**

Dear Bidders,

The Notice to Bidders No.1 serves as formal communication to all bidders to take note of these 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](mailto:japhtaj@ra.org.na).

Kindly note that only PDF attachments completed and endorsed without alterations will be accepted. Please be informed that this Notice and all its attachments forms part of your bid.

Yours sincerely,

  
**JULIAN AKWAANYENGA**  
Manager: Procurement and Tender Compliance



## **NOTICE TO BIDDERS – NO 1**

### **PROCUREMENT REFERENCE NO: NCS/RFQ/RA-27/2025 PROVISION OF PHOTOCOPIER MACHINES LEASING AND MAINTENANCE FOR A PERIOD OF 36 MONTHS**

#### **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 acknowledgement of receipt form. Bidders will be disqualified if this Notice to bidders are not signed and return to our offices.

#### **2. ITB 12: Submission of Quotations extended**

The Roads Authority herewith inform all bidders that the bid submission has been extended. The quotations should be deposited in the Quotation/Tender Box located at **Roads Authority, corner of Mandume Ndemufayo Avenue and David Hosea Meroro, Head Office, Ground Floor in the Tender Box not later than 2<sup>nd</sup> March 2026 at 10:00 am.**

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**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE NO.1**

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

Page 1: Notice to Bidders

Page 2: Delivery, Submission of Quotations extended

Page 3: Request for Clarification

1. We hereby acknowledge receipt of Notice to bidder No. 1

.....  
Signature of Bidder

.....  
Name of Firm/Company

.....  
Date