ADDENDUM NO. [2]
TO THE BIDDING DOCUMENT

Procurement Reference	**G/ONB/RA-04/2026**
Procurement Description	Manufacture, Supply and Delivery of Personalised Licence Number Plates for 36 Months
Procurement Method	Open National Bidding
Addendum Number	2
Date of Issue	26 October 2026
Addressed to	All prospective bidders who obtained the Bidding Document from the Roads Authority

This Addendum is issued in terms of ITB Clause 9 of the Bidding Document and Regulation 34(3), (4) and (5) of the Public Procurement Regulations, 2017. It forms part of the Bidding Document. Where this Addendum conflicts with any other part of the Bidding Document, this Addendum prevails.

The Addendum has three parts: **Part A** amends the Bidding Document; **Part B** responds to requests for clarification received from prospective bidders, without identifying their source; and **Annex A** contains the Declaration of Interest Form.

Bidders must acknowledge receipt of this Addendum by entering its number and date of issue in item (a) of the Bid Submission Form.

PART A: AMENDMENTS TO THE BIDDING DOCUMENT

ITEM 1: EXTENSION OF THE DEADLINE FOR SUBMISSION OF BIDS

BDS ITB 25.1 and BDS ITB 28.1 are amended as follows:

(a) The deadline for the submission of bids is extended to [Thursday, 05 November 2026] at [11H00].

(b) Bid opening will take place on [Thursday, 05 November 2026] at [11H00], at the venue stated in BDS ITB 28.1.

(c) In terms of ITB 25.2, all rights and obligations of the Purchaser and bidders previously subject to the original deadline are now subject to the extended deadline, including the bid validity period under ITB 21.1 and the deadline for requests for clarification under BDS ITB 8.1.

(d) Bidders who have already submitted bids may modify, substitute or withdraw their bids in accordance with ITB Clause 27 and section 48 of the Public Procurement Act, 2015, before the extended deadline.

ITEM 2: SECTION V, TECHNICAL SPECIFICATIONS: CHANGE IN STANDARDS AND LEGISLATION

In Section V, Technical Specifications, under the heading "Introduction", delete the paragraph that begins "It should be noted that if the employer approves and adopts new standards…" and replace it with the following:

Change in Standards and Legislation

(a) Bids shall be prepared on the basis of SABS 1116 and the Road Traffic and Transport Regulations, 2001, as they apply at the deadline for the submission of bids. Bids will be evaluated on that basis.

(b) Bidders note that the Namibian Standards Institution has prepared Draft Namibian Standard DNAMS 1375:2026, *Vehicle standards: Specification for vehicle number plates: Aluminium*, which is identical to ARS 1375:2024 (the "New Standard"). Bidders further note that amendments to the Regulations on number plates and personalised licence numbers are expected.

(c) If, during the Contract period, the New Standard (or any other standard replacing SABS 1116) becomes applicable, or the Regulations governing number plates or personalised licence numbers are amended, the Supplier shall comply with the new requirements from the date the Purchaser specifies in a written notice (the "Transition Notice"). That date shall be no earlier than [ninety (90)] days after the date of the Transition Notice, unless the law requires an earlier date.

(d) The changes may include, without limitation: plate material, plate sizes, the position and content of the national flag, the country name and the "NAM" sign, security decals, serial and batch marking, character font and spacing, colours, and testing and certification requirements.

(e) Within [thirty (30)] days of the Transition Notice, the Supplier shall submit to the Purchaser:

  (i) a transition plan;

  (ii) layout proofs for all plate sizes, including personalised licence numbers of seven (7) characters;

  (iii) test reports issued by a laboratory accredited to ISO/IEC 17025; and

  (iv) where the Supplier claims a change in price, an open-book cost breakdown.

(f) Plates ordered under works orders issued before the effective date shall be manufactured to the earlier requirements, unless the Purchaser instructs otherwise in writing. The Purchaser is not liable for the cost of obsolete materials held by the Supplier at the effective date in excess of [two (2)] months' estimated requirements.

(g) Failure to comply with the new requirements by the effective date is a breach of the Contract, and the penalties in SCC GCC 27.1 apply.

ITEM 3: SECTION V, TECHNICAL SPECIFICATIONS: TYPE OF PLATE

In Section V, Technical Specifications, the paragraph under the heading "Type of plate" is deleted and replaced with the following:

(a) Until the effective date stated in a Transition Notice, personalised number plates shall be manufactured from high-quality acrylic, in compliance with the standard prescribed by the Road Traffic and Transport Regulations, 2001.

(b) From the effective date stated in a Transition Notice, personalised number plates shall be manufactured from aluminium, in compliance with the New Standard and the Regulations as amended.

(c) The Bidder shall demonstrate its capability to manufacture plates in both acrylic and aluminium from the start of the Contract, through the samples required in Part A, Item 6 of this Addendum.

ITEM 4: SECTION VII, SPECIAL CONDITIONS OF CONTRACT: NEW ENTRIES

The following entries are added to Section VII, Special Conditions of Contract:

GCC 22.1(c)

The New Standard and any amended Regulations referred to in Section V, "Change in Standards and Legislation", are deemed approved by the Purchaser on the issue of the Transition Notice. They shall be implemented in accordance with that clause and GCC Clause 33.

GCC 33.2

Any adjustment of the Contract Price arising from a Transition Notice:

(i) is limited to the demonstrated change in the Supplier's direct cost of materials, security decals and testing;

(ii) may not exceed the rates quoted by the Supplier in Price Schedule B;

(iii) shall be agreed in writing within thirty (30) days of the Supplier's cost submission;

(iv) shall pass any decrease in cost on to the Purchaser; and

(v) together with all other amendments to the Contract, shall not increase the Contract Price by more than fifteen percent (15%), in line with section 62(3) of the Public Procurement Act, 2015.

ITEM 5: SECTION IV, BIDDING FORMS: NEW PRICE SCHEDULE B

The following Price Schedule B is added to Section IV, Bidding Forms, after the Price Schedule Forms:

Price Schedule B: Indicative Rates for Plates Made to the New Standard (Not Evaluated)

Payment Item	Description	Unit	Rate per Unit (N$)
REG1: Application Order	Manufacture, supply and delivery of a set of two (2) personalised number plates made to the New Standard, to the recipient anywhere in Namibia	Set of two plates	
REG2: Duplicate Order	Manufacture, supply and delivery of one (1) replacement personalised number plate made to the New Standard, to the recipient anywhere in Namibia	One plate	

(a) Rates shall include profit and the applicable tax ruling at the time of tender closing, on the same basis as Table 3 of Section V.

(b) Price Schedule B shall not be taken into account in the evaluation of bids under ITB Clause 36. It sets the maximum rates for any adjustment under SCC GCC 33.2.

(c) A bid submitted without Price Schedule B will not be rejected. In that case, the Bidder accepts that the rates in its main Price Schedule apply unchanged after the transition to the New Standard.

ITEM 6: SAMPLES AND PLATE SIZE TOLERANCE

BDS ITB 12.1(h), Section III (Stage 1, Item 8 and Stage 2, Criterion B) and checklist item BC-8 are amended as follows:

(a) The Bidder shall submit **ten (10)** sample personalised licence number plates: each of the five (5) plate sizes listed in BDS ITB 12.1(h), manufactured in acrylic and in aluminium. Each sample shall carry the security features, the Namibian National Flag and the "NA" marking, based on the template provided.

(b) In Stage 2, Criterion B, a plate size earns its three (3) points only if both the acrylic and the aluminium sample of that size are produced correctly within tolerance. The maximum score for samples remains 15%.

(c) Each sample shall be clearly labelled with the Bidder's name, the plate size and the material.

(d) The tolerance shown as "± 1µµ" for each plate size, in BDS ITB 12.1(h) and in Section V under "Dimension of plates", is corrected to read [± 1 mm].

ITEM 7: STAGE 1 MANDATORY REQUIREMENTS AND COMPLIANCE CHECKLIST

Section III, Stage 1, and Part A of the Bidder's Compliance & Submission Checklist in Section IV are amended as follows:

(a) **Declaration of Interest (Stage 1, Item 5; BC-5):** bidders shall submit the Declaration of Interest Form attached to this Addendum as Annex A, fully completed and signed.

(b) **Physical premises or production facility (Stage 1, Item 9; BC-9):** bidders shall submit all of the following:

(i) a lease agreement or title deed for the premises;

(ii) a valid Certificate of Fitness for the premises, issued by the relevant local authority;

(iii) a municipal account (water or electricity) for the premises, not older than three (3) months; and

(iv) photographs of the production facility and the plate manufacturing equipment.

(c) **New mandatory requirements:** the following are added to Stage 1 and to Part A of the checklist. A bid without them will be rejected under section 50(2) of the Public Procurement Act, 2015.

Ref.	New mandatory requirement (Pass/Fail)	Legal basis / form
BC-34	Original or certified copy of a valid Affirmative Action compliance certificate, or an exemption under section 42 of the Affirmative Action (Employment) Act, 1998, or proof from the Employment Equity Commissioner that the Bidder is not a relevant employer	Section 50(2)(c) of the Public Procurement Act, 2015
BC-35	Signed written undertaking in terms of section 138 of the Labour Act, 2007, using the form in Section IV	Section 50(2)(d) of the Public Procurement Act, 2015

(d) The undertaking on salaries and wages required by ITB 12.1 is met by the signed Labour Act undertaking in (c) above. A separate document is not required.

(e) The SME status certificate listed in ITB 12.1 is not applicable, as this bid is not reserved for SMEs. Bidders claiming a margin of preference shall submit the documentary evidence listed in BDS ITB 35.1.

ITEM 8: SINGLE AWARD (BDS ITB 36.3(A))

The note under BDS ITB 36.3(a) that reads "Bids will be evaluated for each item, and the Contract will comprise the item(s) awarded to the successful Bidder" is deleted and replaced with: "The Contract will be awarded to one Bidder for both items, REG1 (Application Order) and REG2 (Duplicate Order). A bid covering only one item will be considered non-responsive and rejected."

ITEM 9: TOTAL BID PRICE (BID SUBMISSION FORM, ITEM (D))

The total price of the bid entered in item (d) of the Bid Submission Form shall be the Tender Sum (h) in Table 3 of Section V, including the escalation allowance (17.5%) and the contingency allowance (10%). The escalation and contingency allowances are for calculating the Tender Sum only. Payments will be made at the contract rates, adjusted in accordance with the Price Adjustment Formula attached to the SCC.

ITEM 10: NEW FORM: DECLARATION OF INTEREST

The Declaration of Interest Form in Annex A of this Addendum is added to Section IV, Bidding Forms.

ITEM 11: ALL OTHER PROVISIONS

All other terms, conditions and requirements of the Bidding Document remain unchanged.

PART B: RESPONSES TO REQUESTS FOR CLARIFICATION

In terms of ITB 8.1 and Regulation 34(3) of the Public Procurement Regulations, 2017, the Purchaser responds as follows to the requests for clarification received. The source of each request is not disclosed. Where a response refers to Part A, the amendment in Part A applies.

No.	Request for clarification	Response of the Purchaser
1	Should samples be submitted in each of the sizes, in both acrylic and aluminium?	Yes. Ten (10) samples are required: each of the five (5) plate sizes in acrylic and in aluminium. See Part A, Item 6.
2	Is a water bill and lease agreement sufficient proof of premises, or is a Certificate of Fitness required?	A valid Certificate of Fitness for the premises is required, together with the other documents listed in Part A, Item 7(b). A water bill and lease agreement alone are not sufficient.
3	Why is aluminium capability required if personalised plates are currently made in acrylic only?	Under the current Regulations, personalised plates are made in acrylic. Draft Namibian Standard DNAMS 1375:2026 covers aluminium plates only and is expected to apply during the 36-month Contract. Aluminium capability is required so that the Supplier can change over when instructed. See Part A, Items 2 and 3.
4	Can the Contract be divided among several suppliers, or will it be awarded to one supplier only?	The Contract will be awarded to one Bidder for both items (REG1 and REG2). Bidders may bid as a Joint Venture in accordance with ITB 5.1(b). See Part A, Item 8.
5	The Declaration of Interest Form required by Stage 1 and checklist item BC-5 is not included in Section IV. Which form should be used?	The Declaration of Interest Form is attached to this Addendum as Annex A and is added to Section IV, Bidding Forms. See Part A, Items 7(a) and 10.
6	Should the total bid price in item (d) of the Bid Submission Form be the Tender Sum (h) or the subtotal (d) in Table 3?	The total bid price shall be the Tender Sum (h) in Table 3, including escalation and contingency. See Part A, Item 9.
7	Stage 1, the compliance checklist and ITB 12.1 differ on the Labour Act undertaking, the Affirmative Action certificate and the remuneration undertaking. Should all be submitted?	Yes. The Affirmative Action and Labour Act documents are mandatory in terms of section 50(2)(c) and (d) of the Public Procurement Act, 2015. Stage 1 and the checklist are amended accordingly. See Part A, Item 7.
8	Have any addenda been issued for this procurement?	This Addendum No. [2] is the only addendum issued to date. Bidders must list it in item (a) of the Bid Submission Form.

Enquiries: Mr Lucky Goreseb | Tel: +264 61 284 7088 | Email: goresebl@ra.org.na

ANNEX A

Declaration of Interest Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted, and no substitutions shall be accepted. In the case of a Joint Venture, each party to the Joint Venture shall complete and sign a separate Form. This Form is a mandatory Stage 1 requirement (Section III, Stage 1, Item 5; checklist item BC-5).]

Date: _____
Procurement Ref. No.: **G/ONB/RA-04/2026**
Bidder's legal name: _____
To: **The Roads Authority, Windhoek**

I/We*, the undersigned, duly authorised to sign on behalf of the Bidder, declare that:

(a) no owner, shareholder, director, member, partner or employee of the Bidder is an employee or Board member of the Roads Authority, or a member of the household or family of an employee or Board member of the Roads Authority, except as disclosed in the table below;

(b) the Bidder has no conflict of interest as described in ITB Sub-Clause 5.2, including that it has no controlling shareholders, legal representative or other relationship in common with any other bidder in this bidding process;

(c) neither the Bidder nor any of its affiliates participated in preparing the design or technical specifications of the goods that are the subject of this bid;

(d) the Bidder is participating in only one bid in this bidding process, whether on its own or as a party to a Joint Venture;

(e) the Bidder will promptly inform the Roads Authority in writing of any interest or relationship that arises, or that it becomes aware of, after signing this Form, up to the award of the Contract and, if successful, during the Contract period; and

(f) I/We* understand that a false or incomplete declaration may lead to the disqualification of the bid, the cancellation of any Contract awarded, and action in terms of the Public Procurement Act, 2015 and the Roads Authority Conflict of Interest Policy.

Disclosure of interests or relationships

[Complete if any interest or relationship exists. If none, write "NONE" in the first row.]

Name of person with the interest	Position in the Bidder	Name and position of related RA employee / Board member	Nature of relationship or interest

Signed: _____
In the capacity of: _____
Name: _____
Duly authorised to sign the bid for and on behalf of: _____
Dated on _____ day of _____, _____

** Delete as appropriate.*