ROADS AUTHORITY
CORNER OF MANDUME NDEMUFAYO
AVENUE & DAVID HOSEA MERORO
ROAD SOUTHERN INDUSTRIAL
AREA
WINDHOEK

SAFE ROADS TO PROSPERITY

Our Ref.: NCS/RFQ/RA-18/2026

Your Ref.:

Enquiries: Janet Japhta

Telephone: +264 61 284 7358
E-mail: japhtaj@ra.org.na

NOTICE TO BIDDERS – NO 1

Procurement Reference No: NCS/RFQ/RA-18/2026

PROVISION OF CONSULTANTS FOR TRANSCRIPTION SERVICES FOR 36 MONTHS

29 October 2026

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 on or before **11 November 2026 @ 10:00 am**.

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,

.....
Manager: Procurement and Tender Compliance

PROCUREMENT
ROADS AUTHORITY NAMIBIA
SAFE ROADS TO PROSPERITY
29 OCT 2026
Private Bag 12030
Windhoek, Windhoek
Namibia

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), Dr R.R Bohmer, Ms G. Xawes, MrW. Ngashikuao, Ms C Hengari, Mr H. Hamutenya

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1. INTRODUCTION

The Notice to Bidders No.1 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, and attached to the bid at bid submission date.

2. ITB 8: SUBMISSION OF QUOTATIONS

Regulations 34(4) of the Public Procurement regulations states that at any time prior to the deadline for the submission of bids, the Roads Authority may modify the bidding document.

The Roads Authority herewith informs all bidders that the bid submission date as set out in Instruction to Bidders No.8 of the issued Quotation Bidding document has been extended from **Tuesday 3rd November to 2026 to Wednesday 11 November 2026**

3. AMENDMENT OF BIDDING DOCUMENT

The Roads Authority hereby notifies all bidders that the **Section I: ITB 20 , Section IV: Priced Activity Schedule and Section III: Scope of services** for this bid is amended to award multiple bidders ,a new pricing schedule and scope of service.

Find attached to this Notice to bidder no 1, , the new Pricing Activity Schedule and Scope of Service to be replaced with the current Priced Activity Schedule and Scope of Service

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NOTICE TO BIDDERS – No 1

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The notice consists of:

Page 1:	Roads Authority Cover Letter	: 1 page
Page 2:	Notice to Bidders	: 1 page
Page 3:	Acknowledgement Form	: 1 page
Page 4:	Attachment :Instruction to bidder	: 1 page
Page 5:	Attachment : Priced Activity Schedule	: 1 page
Page 6:	Attachment: Scope of service	: 1 page

We hereby acknowledge receipt of Notice to bidder No. 1

.....
Signature of Bidder

.....
Name of Firm/Company

.....
Date

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