

**NATIONAL ASSEMBLY**

**PROCUREMENT MANAGEMENT UNIT**

Tel: (061) 288 2516

Reference: 5/7/3

Reference number: G/RFQ/03-04/25/26

Enquiries: Ms. E. Alweendo

Private Bag 13323

Windhoek

14 July 2025

**NOTICE FOR SELECTION OF AWARD**

SECTION 55 OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015  
REGULATION 38 (1) OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015

**PART A**

**PROCUREMENT OF LETTERHEADS AND FOLDERS OF THE OFFICE OF THE  
LEADER OF THE OFFICIAL OPPOSITION.: PROCUREMENT REFERENCE  
NUMBER: G/RFQ/03-04/25/26.**

**TO: TMU Supply and Delivery Services**

**P.O. Box 20867**

**Windhoek**

**Contact: 061 225801**

- a) Kindly note that in terms of Section 55 of the Public Procurement Act, 2015 (Act No. 15 of 2015), you have been selected for PROCUREMENT OF LETTERHEADS AND FOLDERS OF THE OFFICE OF THE LEADER OF THE OFFICIAL OPPOSITION.: PROCUREMENT REFERENCE NUMBER: G/RFQ/03-04/25/26
- b) You are informed that in the absence of any application for review of the selection of award referred to in paragraph (a) within seven (7) days of this notice, the Accounting Officer of National Assembly will award the contract to you.
- c) The period of seven (7) days referred to in paragraph (b) starts on 14 July 2025 and ends on 23 July 2025.

**PART B**

**NOTICE TO BIDDERS NOT SELECTED FOR AWARD**

No.	Name of bidder
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No	Name of Bidder
1.	John Meinert Printing (Pty) Ltd
2.	Danko-Goc Trading Enterprise
3.	Kretuna Investment CC
4.	Chase Branding & Design
5.	Tryphone Investment CC
6.	Iceotop Investment CC
7.	Ekwakuti Trading CC
8.	Naneyo Investment CC
9.	Kissmmee Investment CC
10.	Khuneh Pharmacy and Trading CC
11.	Hieroglyphics Trading Enterprises
12.	All Namibia Business
13.	Winter Seal Investment CC
14.	Emcon Printing Solutions CC
15.	Typoprint Pty Ltd
16.	Swaco Industries Namibia (Pty) Ltd
17.	Samora Machel Youth Trading Enterprise CC
18.	Ebbrie Genesis Printing CC
19.	Green Global Services
20.	TMU Supply and Delivery Services
21.	Solitaire Press (Pty) Ltd
22.	Optimistic Media Group CC
23.	Star Graphics CC
24.	Blue Press Investment CC
25.	Eta Information Technology Trading CC
26.	Ndali Kwedhi Investments CC

d) Kindly note that, bidder (s) whose particulars are specified in PART A has been selected for award.

**PROCUREMENT OF LETTERHEADS AND FOLDERS OF THE OFFICE OF THE LEADER OF THE OFFICIAL  
OPPOSITION.: PROCUREMENT REFERENCE NUMBER: G/RFQ/03-04/25/26**

e) The price offered by the bidders referred to in paragraph (a) is as below:

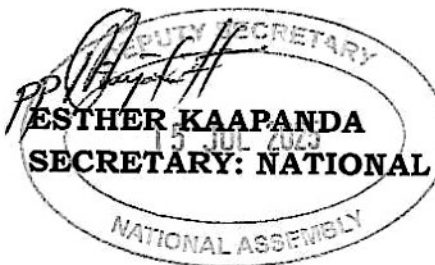
Name of bidder	Description of works	Amount
TMU Supply and Delivery Services	PROCUREMENT OF LETTERHEADS AND FOLDERS OF THE OFFICE OF THE LEADER OF THE OFFICIAL OPPOSITION.: PROCUREMENT REFERENCE NUMBER: G/RFQ/03-04/25/26	N\$ 41 802.50

(g) The criteria used to select for award of the bidder referred to in paragraph (a) is set out in the bid document reference number: **(G/RFQ/03-04/25/26)**.

h) Kindly note that if you are not satisfied with the selection of award made the Public entity, you may make an application for the review of the selection made within 7 days of this notice, and in the absence of an application for review, the Accounting Officer of National Assembly will award to the selected bidder.

i) The period of seven (7) days referred to in paragraph (b) starts on **14 July 2025 and ends on 23 July 2025**.

Yours Sincerely

  
**ESTHER KAAPANDA**  
**SECRETARY: NATIONAL ASSEMBLY**  
15 JUL 2025  
NATIONAL ASSEMBLY

PROCUREMENT OF LETTERHEADS AND FOLDERS OF THE OFFICE OF THE LEADER OF THE OFFICIAL  
OPPOSITION.: PROCUREMENT REFERENCE NUMBER: G/RFQ/03-04/25/26



## National Assembly

Private Bag 13323  
Windhoek  
Namibia  
parliament@parliament.na

Tel: (+264-61) 2882502  
Fax: (+264-61) 226899  
Email:

Ref: 2/3/5

### INTERNAL MEMORANDUM

TO : MR. OSCAR MUYATWA  
DEPUTY SECRETARY NATIONAL ASSEMBLY

FROM: ESTHER N. KAAPANDA  
SECRETARY

DATE : 14 JULY 2025

SUBJECT : APPOINTMENT AS ACTING SECRETARY: 14 - 17 JULY 2025



Kindly be informed that I will be out of the office with work and I hereby appoint you (Mr. Oscar Muyatwa) as the Acting Secretary and Accounting Officer of the National Assembly (NA) during the aforesaid period.

However, I will work until 15h00 on the 14 July 2025.

Kindly strictly comply with policies/regulatory framework(s) on matters that has legal, personnel and financial implications, amongst others and consult to avoid any adverse consequence(s) to the NA.

This acting cannot be delegated further without my written approval and thank you for your kind assistance in this matter.

Kind regards

Cc: Honourable Speaker  
Honourable Deputy Speaker  
All Directors  
All Deputy Directors  
All Staff Members



## **National Assembly**

Private Bag 13323  
Windhoek  
Namibia  
Republic of Namibia

Tel: (+264-61) 2889111  
Fax: (+264-61) 247772  
Email: parliament@parliament.na

Enquiries: Ms E. Alweendo  
Tel: 061-2882516

14 July 2025

### **PROCUREMENT MANAGEMENT UNIT**

#### **NOTICE OF PROCUREMENT AWARD/EXECUTIVE SUMMARY OF BID EVALUATION REPORT**

**(Section 55 (8) & Regulation 39 (1))**

**TO: ALL BIDDERS**

**SUBJECT: PROCUREMENT OF LETTERHEADS AND FOLDERS OF THE OFFICE OF  
THE LEADER OF THE OFFICIAL OPPOSITION.: PROCUREMENT  
REFERENCE NUMBER: G/RFQ/03-04/25/26.**

**PROCUREMENT REFERENCE NUMBER: G/RFQ/03-04/25/26**

- 1. Scope of Contract:** Procurement of Letterheads and Folders of the Office of The Leader of the Official Opposition
- 2. Procurement method used:** Request for Sealed Quotation
- 3. Date of invitation of bids:** 30 May 2025
- 4. Closing date for submission of bids:** 24 June 2025
- 5. Date of opening of bids:** 24 June 2025
- 6. Number of bids received by closing date:** Twenty six (26)
- 7. Splitting of contract as per the lowest evaluated cost per item applicable (Yes/No):** No
- 8. Number of responsive bids:** Fourteen (14)
- 9. Number of none responsive bids:** Twelve (12)

#	Bidder's Name	Amount quoted	Responsive (Yes/ No)	Reasons why bid is not responsive	Contact awarded (Yes/ No) and contract value
1.	John Meinert Printing (Pty) Ltd	N\$ 33 120.00	No	a) Bidder did not submit identity copies of shareholders	No
2.	Danko-Goc Trading Enterprise	N\$ 150 075.00	No	a) Bidder did not attach the Employment Equity Commission certificate b) Bidder did not attach the a duly completed and signed Bid Securing Declaration form.	No
3.	Kretuna Investment CC	N\$ 204 125.00	Yes	a) bidder did not provide or attach bank confirmation letter.	No
4.	Chase Branding & Design	N\$ 123 567.50	No	a) Bidder did not attach a certified copies of company Shareholders	No
5.	Tryphone Investment CC	N\$ 181 125.00	No	a) Bidder did not attach a certified Social Security Commission certificate b) Bidder did attach a detailed quotation on its company letter head	No
6.	Iceotop Investment CC	N\$ 180 000.00	Yes	Not the lowest responsive bid	No
7.	Ekwakuti Trading CC	N\$ 86 043.00	Yes	Not the lowest responsive bid	No
8.	Naneyo Investment CC	N\$ 119 110.00	Yes	Not the lowest responsive bid	No
9.	Kissmmee Investment CC	N\$ 82 500.00	Yes	Not the lowest responsive bid	No
10	Khuneh Pharmacy and Trading CC	N\$ 53 475.00	Yes	Not the lowest responsive bid	No
11	Hieroglyphics Trading Enterprises	N\$ 166 629.25	No	a) Bidder did not submit identity copies of shareholders	No

12	All Business	Namibia	N\$ 139 150.00	Yes	Not the lowest responsive bid	No
13	Winter Investment CC	Seal	N\$ 563 500.00	Yes	Not the lowest responsive bid	No
14	Emcon Solutions CC	Printing	N\$ 60 720.00	No	a) Bidder did not submit identity copies of shareholders	No
15	Typoprint Pty Ltd		N\$ 18 848.50	No	a) Bidder did not submit identity copies of shareholders	No
16	Swaco Industries Namibia (Pty) Ltd		N\$ 22 229.50	No	a) Bidder did not submit identity copies of shareholders	No
17	Samora Youth Enterprise CC	Machel Trading	N\$ 81 477.50	No	a) Bidder did not complete Section V: Specifications and Performance Standard Compliance Sheet	No
18	Ebbrie Printing CC	Genesis	N\$ 48 100.00	Yes	Not the lowest responsive bid	No
19	Green Services	Global	N\$ 95 888.15	Yes	Not the lowest responsive bid	
20	TMU Supply and Delivery Services		N\$ 41 802.50	Yes	None	Yes (N\$ 41 802.50)
21	Solitaire Press (Pty) Ltd		N\$ 45 437.65	No	a) Bidder did not attach a Social Security Certificate	No
22	Optimistic Group CC	Media	N\$ 317 411.50	No	a) The company has three shareholders, and only two shareholder's identity copies are attached.	No
23	Star Graphics CC		N\$ 93 000.00	Yes	Not the lowest responsive bid	No
24	Blue Investment CC	Press	N\$ 69 000.00	No	a) Bidder Submitted an expired Employment Equity Commission certificate.	No
25	Eta Technology CC	Information Trading	N\$ 71 783.00	Yes	a) Not the lowest responsive bid	No
26	Ndali Investments CC	Kwedhi	N\$ 69 625.00	Yes	Not the lowest responsive bid	No

10. Your participation in this regard was highly appreciated.





ESTHER KAAPNDA (MS)  
SECRETARY: NATIONAL ASSEMBLY

15/07/2025

DATE