



GOVERNMENT OF THE REPUBLIC OF NAMIBIA

MINISTRY OF INDUSTRIES, MINES AND ENERGY PROCUREMENT MANAGEMENT UNIT

The Ministry of Industries, Mines and Energy (MIME) hereby invites interested and suitably qualified companies for the following:

PROCUREMENT REFERENCE NUMBER	BID DESCRIPTION
NCS/ONB/15-01/26/27	<p>Provision of Security services for the period of 36 Months to the Ministry of Industries, Mines and Energy.</p> <p>COMPULSORY INFORMATION SHARING MEETING: 22 May 2026, 10H00 – 12H00 06 AVIATION ROAD, WINDHOEK UDITORIUM</p> <p>A TEAM LINK WILL BE SHARED TO ALL BIDDERS VIA EMAIL AND IT WILL BE POSTED ON THE MIME WEBSITE UNDER PROCUREMENT.</p>

Contact Person:

PMU Head

Tel: +264 61 284 8111

Email: ProcurementManagement@mime.gov.na

Documents are available from the below address as from:

18 May 2026 and

Closing date: 05 June 2026

Closing Time: 10:00 am

Fee: NCS/ONB/15-01/26/27 N\$ 300.00 Per Document
Cash Office open: Monday-Friday, from 08:00 -12:00

Bids to be submitted in sealed envelope to the address below:

The PMU Head

Ministry of Industries, Mines and Energy

Private Bag 13297

6 Aviation Road

Windhoek

Or Hand delivery

Ground Floor, Block Fl. Bid Box



REPUBLIC OF NAMIBIA

MINISTRY OF INDUSTRIES, MINES AND ENERGY

Tel.: +264 61 284 8111
Fax: +264 61 238643 / 220386
E-mail: info@mme.gov.na
Website: www.mme.gov.na

6 Aviation Road
Private Bag 13297
WINDHOEK

May 27, 2026

TO ALL BIDDERS,

ADDENDUM NCS/ONB/15-01/26/27: PROVISION OF SECURITY SERVICES FOR THE PERIOD OF 36 MONTHS FOR THE MINISTRY OF INDUSTRY OF MINES AND ENERGY

This addendum serves to inform you that there have been new amendments to the bidding document, and changes in the evaluation criteria. The following changes have been made:

1. **Under General ITB 5.5(b) page 29:** The bidder must demonstrate relevant experience by providing proof of services successfully executed within the past **five (5) years**: As a minimum requirement, the bidder shall attach **three (3) reference** letters from previous clients for services rendered during this period.
2. Please note that the requirement on **page 51 Under Section V. Activity Schedule (2)** where Bidders are requested to provide a Fitness Certificate from Municipalities or Town Councils and title deed or lease agreement to confirm the location where the bidder operates has been **removed**.
3. Please note that the requirement on page 34, Table 1: Mandatory Requirements, Evaluation Criteria No. 17, Any bidder who proposes a wage rate per/hour per/guard that is less than 20% above the gazetted minimum wage rate shall be deemed non-responsive. Accordingly, only bidders quoting a wage rate exceeding the gazetted minimum wage by at least 20% will be considered responsive.
4. Please note that no correctional fluid should be used in this bid document.
5. Attached are the pages of the new amendments.



**I hereby certify that I have read
and understood the addendum**

Bidder stamp

ITB 5.5	<p>I. The qualification criteria in Sub-Clause 5.5 are modified as follows:</p> <ul style="list-style-type: none"> ➤ A minimum average annual financial return of service over the past 3 years. ➤ The bidder must have provided security services to at least 3 or more Public Entities or Recognized Institutions (e.g. Malls, International Hotel or Fuel Station). (Provide at least 3 reference letters). ➤ The bidder must be actively providing security services to public entities or Recognized Institutions (e.g. Malls, International Hotel or Fuel Station). (Provide at least 3 reference letters). ➤ The bidder should attach 3 reference letters of security services provisions that are not older than 5 years. ➤ Bidder has not received any written complaints from clients regarding late payment of guards, non-adherence to minimum wage or failed provision of essential PPEs (Uniforms) to the employees. The Ministry will conduct background verification with the entities a bidder is currently providing services to.
ITB 5.5(a)	<p>The minimum required annual volume of Services for the successful Bidder in any of the last <i>Five (5) years</i> shall be <i>One (1) time</i> the annual contract amount payable to the selected bidder for the <i>contract</i>.</p>
ITB 5.5(b)	<p>The bidder must demonstrate relevant experience by providing proof of services successfully executed within the past five (5) years:</p> <ul style="list-style-type: none"> ➤ As a minimum requirement, the bidder shall attach three (3) reference letters from previous clients for services rendered during this period.
ITB 5.5(c)	<p>The essential equipment to be made available for the Contract by the successful Bidder shall be: List of equipment</p> <ul style="list-style-type: none"> • Pepper spray, can per guard • Hand cuff per guard • Baton per security guard • Firearm/rifles per security on site at night • Two-way radios per guard • Night torch per guard at night • Full security uniform per guard, comprising of shirt, trouser, safety boots, caps, jackets (in winter), security armoured vehicles, sjamboks, attendance registers and occurrence books.
ITB 5.5(e)	<p>The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be:</p> <p>One Hundred and fifty Thousand Namibian Dollars</p> <p><i>N\$ 150, 000.00</i></p> <p><i>Confirmation letter from a commercial bank's investment account that confirms</i></p>

stamped and dated by the Accounting Officer of the entity. The Ministry will verify the authenticity of the reference letters attached on the bid by directly contacting the clients.	
17. The bidder provides the minimum wage structure for security guards that will be deployed at the Ministry as per latest Wage Order for security workers for the year 2026 and 2027 as Gazetted by Government on the 15 th of January 2025. Gazette no: 8562. The proposed wages should reflect not only the minimum wage as required but also the correct reflection of the wages to be paid to the guards and the administrative cost for the service provider. This must Include the potential inflation. In this regard any bidder who submits substantially low proposed wage per/hour per guard promotionally to the gazetted wages will be regarded non-responsive. Any bidder who proposes a wage rate per/hour per/guard that is less than 20% above the gazetted minimum wage rate shall be deemed non-responsive. Accordingly, only bidders quoting a wage rate exceeding the gazetted minimum wage by at least 20% will be considered responsive.	
18. The bidder to attach proof of procurement of uniforms for existing guards. (attach tax invoice with the company name on the invoice) The Ministry will verify the authenticity of the invoice and delivery note attached on the bid by directly contacting the entity.	
19. All pages of the bid documents must be fully completed and initialed.	
20. A duly complete and signed price scheduled or the cost rates.	
21. The bid validity period shall be (180) days	
22. Original and all copies of the bid are written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder. The original Bid document shall take precedence should there be any discrepancy;	
23. Bidder has not received any written complaints from clients regarding late payment of guards, non-adherence to minimum wage or failed provision of essential PPEs (Uniforms) to the employees. The Ministry will conduct background verification with the entities a bidder is currently providing services to.	
24. The bidder has attended compulsory information sharing meeting.	

2. Technical Evaluation

Evaluation of bidder's technical evaluation will include an assessment of bidder's technical capacity to mobilize key equipment and personnel for the contract.

For bids to be deemed substantially responsive, in addition to the provisions of the Instructions to Bidders, the combined total score obtained from the different categories listed in the table below must be minimum 80% Marks. Bidders achieving a combined evaluation score below 80% Marks will be deemed non-responsive and will not be considered further.

1	Relevant experience of the company related to the assignment and value of contract.	Number of projects successfully executed by the bidder and value		Scores	Total
20	Experience of a company providing security services to any institution not older than 5 years.	Number of security services successfully executed by the bidder. Attach reference letters	4 letters references	10	
			3 reference letters	5	

Section V. Activity Schedule

PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/ONB/15-03/26/27

Procurement Title: Provision of security Services to the Ministry of Industries, Mines and Energy for period of thirty-six (36) months

NB: TAKE NOTE OF THE FOLLOWING INSTRUCTIONS

- 1.* The Employer may increase or decrease the number of guards, security points when needed. Invoicing must be done on the 31st every month, signed by the designated person and stamped, submitted together with the attendance register signed daily by the guards.

- 2. All prices are Inclusive of VAT**