



Republic of Namibia



MINISTRY OF URBAN AND RURAL DEVELOPMENT

## Invitation for Bids (IFB) Open National Bidding (ONB)

**BID OPEN DATED:** FRIDAY, 15 AUGUST 2025  
**BID CLOSING DATE:** FRIDAY, 26 SEPTEMBER 2025 AT 11H00

**Name of Project:** Provision for Security Guarding Services for Ministry of Urban and Rural Development (MURD) Head Office, Habitat Research and Development Centre (HRDC), Council of Traditional Leaders (CLT) Building, Rural Development Centre's (RDC)s and other assigned assets for a period of 36 Months

**Title:** Provision for Security Guarding Services for MURD head office, HRDC, CLT Building, RDCs and other assigned assets

**Reference Number:** NCS/ONB/17 – 08/2025/2026

1. Bids are invited through Open Advertised Bidding (OAB) procedures for Provision of Security Guarding Services for MURD head office, HRDC, CLT Building, RDCs and other assigned assets for a period of 36 Months and the invitation is open to all Namibian bidders.
2. Interested eligible bidders may obtain further information or seek clarity in writing from Ministry of Urban and Rural Development, Att: Head of PMU, E-mail: [pmu@murd.gov.na](mailto:pmu@murd.gov.na) and inspect the Bidding Documents on our website [murd.gov.na](http://murd.gov.na) / **EGP-Portal** or at the following address: Ministry of Urban and Rural Development, Government Office Park, First Floor, Room 134, from 09H00 to 12H00 and 14H30 to 16H00 respectively.
3. Qualifications requirements include: "as specified in the bid document". A margin of preference for certain goods manufactured domestically **shall not** be applied. Additional details are provided in the Bidding Documents.
4. A complete set of Bidding Documents in English may be purchased and obtained by interested bidders from the address stated below and upon payment of a non-refundable fee NS300.00. The method of payment will be **Cash**.
5. The Bidding Documents will be purchased at Ministry of Urban and Rural Development, Government Office Park, Luther Street, Windhoek, at its **Revenue Office, First Floor, Room 128** on **Mondays, Wednesdays and Fridays** anytime between **08H30 and 11H45**.

6. Thereafter, set of Bidding Documents will be **collected and recorded** at **First Floor, Room 134**, by bidders with proof of payment (receipt) from **08H35 to 12H00 and 15H00 to 16H00** on **Mondays, Wednesdays and Fridays** respectively.

5. Bids must be **submitted /delivered and deposited in the bidding box including the proof of payment (mandatory) when submitting bids** to Ministry of Urban and Rural Development, Government Office Park, **First Floor Bid Box** on or before **Friday, 26 Sept 2025, no later than 11H00**.

7. **NB:** Bids submitted **without proof of payment and registration records will NOT** be permitted. Electronic bidding **will NOT** be permitted and **late bids will be rejected**.

8. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at Ministry of Urban and Rural Development, Government Office Park, First Floor Boardroom, Room 144 **on Friday, 26 Sept 2025 at 11H05**.

9. All bids must be accompanied by Mandatory Document, Technical and Financial Specifications as required in the Bid Document. Physical inspection of the premises **will be conducted** during the bidding process as per ITB 7.1 Special Conditions of Contract

10. The address referred to above is: Ministry of Urban and Rural Development, Government Office Park, Luther Street, Private Bag 13289, Windhoek, Namibia, **Att: Head of PMU**, E-mail: [pmu@murd.gov.na](mailto:pmu@murd.gov.na)