



05 October 2011

TO: ALL CITY OF WINDHOEK SUPPLIERS & POTENTIAL SUPPLIERS

**INVITATION TO TENDER FOR ALL STOCK ITEMS USING THE CITY OF WINDHOEK'S  
ONLINE TENDERING /QUOTATION SYSTEM**

**Closing Date/Time: 15 November 2011 at 12H00**

In support of its procurement objectives and policies the CITY OF WINDHOEK implemented an online tendering system through a selected trade portal, [www.webportunities.net](http://www.webportunities.net). This web based tendering system has been chosen by CITY OF WINDHOEK after careful consideration and is aiming at yielding a wide range of benefits to both the CITY OF WINDHOEK as well as the participating suppliers. The system in question is already in use at a range of other large organisations, details of which can be found on the website. You are hereby invited to submit tender proposals for any City Of Windhoek's stock items of your choice as contained in the "Longterm.xls" file on the [www.webportunities.net](http://www.webportunities.net) website.

**The following are some key aspects to note:**

1. Unrestricted tendering opportunities to all interested suppliers, accessible 24 hours, 7 days a week.
2. Existing CITY OF WINDHOEK policies and procedures remain in place and will be followed while using the new tendering system.
3. Existing price agreements/contracts will be honoured, but the relevant suppliers are requested to re-submit prices via the website as it is our intent to use a uniform system when handling tenders and manage price agreements/contracts in future.
4. Quotes/tenders received will be treated with a high degree of confidentiality and such will not be visible to other unauthorised system users.
5. There will be a quicker turnaround time for evaluation and response on tenders proposals received.
6. There will be process cost savings to all involved, including a reduction in marketing and travel cost for suppliers and potential suppliers.
7. **Registration with CITY OF WINDHOEK on the website is free of charge at this stage.** All you have to do is register your company on the website where full instructions are available.

Click the link below to start the registration process on the website. Alternatively, copy and paste the link below into your web browser's address bar and press enter.

<http://www.webportunities.net/login.aspx>

This system will be implemented in partnership with **Tara Nawa Computer Software Solutions**. If you need any assistance on the website, send an email via the Contact Us page on the website or call Elmo Erasmus on:

Cell, South Africa: +27 (0)82 492 4946

Cell, Namibia: +264 (0)81 128 6388

Tel, Namibia: +264 64 402 403

Please also note the following:

***Linking to Material Groups/Services and Brand Names***

As part of your registration process, please also ensure that you have linked your company to material groups/services and brand names. That will enable any buyer to quickly find you as a potential supplier of their requirements using the "Search For Suppliers" functionality on the website.

***Document/Certificate Uploads***

You will also note that you have the ability to upload numerous different types of documents including those required by us for tender purposes. Please ensure to upload the relevant documents on the website.

Affirmative Action Compliance Certificate  
BBBEE or TESEF Certificate (or similar)  
Claim, Located in Communal/Underdeveloped Area  
Claim, Small-Scale Industry  
Company Brochure/Flyer  
Company Registration Certificate  
Company Shutdown Details (example Xmas)  
Good Standing Certificate for Tender Purposes from the  
Inland Revenue Office  
Good Standing Certificate from the Social Security  
Commission  
ISO Certificate(s)  
Product Catalogue/Price List  
Special Offers  
Standard Conditions Of Order  
Standard Conditions Of Sale  
Subcontractor/Subsupplier/Subvendor Information  
VAT Registration Certificate  
Workman's Compensation Certificate

Our normal tenders, daily RFQ's as well as suppliers' outstanding orders and performance profiles will shortly also be published on the website.

We look forward to receiving your positive response and tenders via our new system.

Sincerely



**ROGER GERTZE**  
**STRATEGIC EXECUTIVE: FINANCE**