

# INSTRUCTIONS



## Description of Bid:

BID NUMBER:	BID DESCRIPTION
W/OIB/NPWR-02/2021 BMZ no. 2017 68 217	Procurement of a Contractor for the Engineering, Procurement and Construction (EPC) of the Omburu Battery Energy Storage System.

Having registered for this bid, kindly note that payment is a requirement before access to the full Prequalification Documents is granted. Below are the instructions on how to make the payment and how to obtain the relevant documents. **To avoid any delay in obtaining the prequalification documents, please ensure that the guidelines below are followed carefully.**

- Make a payment of **N\$ 1,000.00**. This payment can be made in two ways:
  - Electronic Fund Transfer to the NamPower's Bank account. Bank account details are attached below. **All costs associated with EFT payments must be covered by the Remitter.**; or
  - Payment at the cashier at the NamPower Center located at 15, Luther street, Windhoek; and
- The reference code for payments shall be: **[your company name]-BESS.**
- Proceed to send an email to [bess.procurement@nampower.com.na](mailto:bess.procurement@nampower.com.na) with the following:
  - The attached proof of payment or a copy of the cashier receipt attached thereto as a pdf file;
  - Clearly state the reference code used for the payment;
  - Clearly state the nominated email address that is intended to be used for all communication during the bidding process. If not stated, the email address associated with the purchase of the bidding document will be given access to the portal. **Only one email address will be allowed per proof of payment for access to the Bidding Documents.**
  - Clearly state the company name used during the registration for this Bid;
- Please ensure that NamPower's domain is unblocked from the user's junk/spam list and permitted by their firewall so as to avoid not receiving email notifications.
- Once the payment has been received in NamPower's bank account, and such receipt has been confirmed, a dedicated link to the Bidding Documents will be sent to the nominated email address within 3 working days. **Please note that no hardcopies of the Bidding Documents will be issued.**

**Deadline to make payment is 30 July 2021 (Date of remittance will be used to confirm the date and time of payment).**

## ENQUIRIES:

**Tel.:** +264 61 205 2324

**E-mail:** [bess.procurement@nampower.com.na](mailto:bess.procurement@nampower.com.na)

**KUDU BRANCH**

(📍) 311 Independence Ave.  
(📦) PO Box 223  
WINDHOEK, NAMIBIA  
Tel (☎): 061 - 299 0301  
Fax (☎): 061 - 299 0347

**07 April 2021**

**TO WHOM IT MAY CONCERN**

**ACCOUNT CONFIRMATION: NAMIBIA POWER CORPORATION (PTY) LTD**

I hereby confirm that, Namibia Power Corporation (PTY) Ltd, Registration Number 06/02051/07, of PO Box 2864, CBD, Windhoek is a client of Bank Windhoek Ltd, Kudu Branch. The client opened its account with Bank Windhoek Ltd on 17/11/1988.

We hereby confirm the banking details:

Account nr : 1005063004  
Branch Code : 482 - 172  
Branch : Kudu Branch  
Swift Code : BWLINANX  
Account Name : Namibia Power Corporation (PTY) Ltd  
Account Type : Cheque Account(CHK)

Further enquiries can be referred to Kudu Branch at telephone number 061 - 299 0301.

Yours faithfully

  
**Ms V Hamunyela**  
**Senior Credit Officer**

