



REPUBLIC OF NAMIBIA



OFFICE OF THE PRIME MINISTER

Tel No: (061) 287 9111
Fax No. (061) 234 296

Private Bag 13338
WINDHOEK

Ref: 23/76
Enquiries: M.Silishebo
Tel. (061) 4351103

05 March 2024

Ms. Ludgela Nangura
Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu

Dear Ms. Nangura

SUBJECT: ALLOCATION OF FRESH FROZEN BEEF MEAT FOR THE DROUGHT RELIEF PROGRAMME.

1. In reference to the above-mentioned, this letter serves to communicate the food allocation to your region.
2. The Office of the Prime Minister has allocated **34 500** packages of 1,5kg of fresh frozen beef meat per month for two months (**March- April 2024**). The two months allocation is inclusive of a monthly supply of **3 500** packages of 1.5kg of fresh meat for the marginalised communities. The Regional Council is therefore requested to liaise with the Development Planner to facilitate the distribution.
3. The fresh meat is part of the drought relief interventions and will be supplied and delivered by Meatco Northern Communal Area Private Limited as contracted by the OPM.
4. We request that a distribution schedule and weekly update reports on the food distribution be provided.

Yours Sincerely,


I-BEN NATANGWE NASHANDI
EXECUTIVE DIRECTOR



REPUBLIC OF NAMIBIA



OFFICE OF THE PRIME MINISTER

Tel No: (061) 287 9111

Fax No: (061) 234 296

Ref: 23/1/5

Enq: Ms. H. Kawela

Tel: 061 – 435 1112

Private Bag 13338

WINDHOEK

11 March 2024

Ms. Ludgella Nangura
Chief Regional Officer
Kavango East Regional Council
Private Bag 2124
Rundu



Dear Ms. Nangura

FACILITATING THE EXPRESSION OF INTEREST FOR RECRUITING RETAILERS FOR THE DROUGHT RELIEF PROGRAM FROM 18TH – 27TH MARCH 2024.

1. This letter serves to inform your office on the recruitment of retailers, who will be contracted to redeem commodity vouchers of beneficiary households, during the piloting phase of the commodity voucher programme in Kavango East Region for drought affected communities in Namibia.
2. The Office of the Prime Minister (OPM) has developed a Commodity and Beneficiaries Management Information System (CBMIS) aimed at capturing and issuing commodity vouchers to drought affected households. In order to implement the voucher based model, there is a need to identify and recruit retailers where the identified beneficiaries can redeem their vouchers during the piloting phase of the CBMIS.
3. Currently, OPM successfully piloted the program in Okatana Constituency in Oshana region. Therefore, OPM is extending the piloting of the program to other regions whereby Kavango East Region has been selected as the next destination where 31,000 beneficiaries from all constituencies are targeted for the voucher programme between April to June 2024.
4. It is on this note that; your office is therefore requested to mobilize the retailers to participate in the commodity voucher programme, preferably by extending the invitation through radio announcements or through any other media platform.

5. The OPM Procurement Team intends to hold one sessions of introduction meetings with retailers at the Constituency Office as per the attached program in order to explain the criteria and hand out the expression of interest (EoI) forms.
6. Thereafter, the OPM Procurement Team will conduct the retailer assessment by visiting all the retailers who have signed expressions of interest forms to evaluate the capacity of the retailers and for possible recruitment of retailers. Kavango East Regional Council is therefore, requested to avail a two staff members and transport to join the OPM team in conducting market assessment in the region.
7. All enquiries should be addressed to Mrs. Hellen Likando Tell: 061 435 1001, and Mr. Florybertus Ashipala, Tell: 061 435 1004.

Yours Sincerely,



I-BEN NATANGWE NASHANDI
EXECUTIVE DIRECTOR

cc: Honorable Governor: Kavango East Region



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel No: (061) 287 9111
Fax No. (061) 234 296

Private Bag 13338
WINDHOEK

EOI/02-02/2023

EXPRESSION OF INTEREST FOR RECRUITING RETAILERS FOR COMMODITY VOUCHER PROGRAM FOR DROUGHT AFFECTED COMMUNITIES IN NAMIBIA DURING THE PILOTING PHASE OF THE VOUCHER PROGRAM FROM IN-KIND FOOD DISTRIBUTION IN THE KAVANGO EAST REGION.

1. Introduction

The Office of the Prime Minister (OPM) has developed a Commodity and Beneficiaries Management Information System (CBMIS) aimed at capturing and issuing commodity vouchers to the affected communities of any disasters on relief interventions. The OPM is piloting the implementation of the commodity voucher based model (the programme) and therefore, is required to recruit retailers where the beneficiaries can redeem their vouchers. A total number of 31,000 drought affected beneficiary households are targeted for all Constituencies in Kavango East region between April to June 2024.

2. Requirements

- 2.1. Bidders should be Namibian citizens and preference will be given to Namibian registered Small and Medium Enterprises, therefore the bidder should have a valid SME certificate.
- 2.2. The Business/ Company should be legally registered with BIPA-in case of a sole proprietorship, the ID of owner will also be accepted.
- 2.3. The bidder should be owning, leasing and or renting a shop and currently operating within the Constituencies where services will be rendered
- 2.4. The bidder should be in a position and have capacity to supply food items as per the requirements of the programme..(Stock record book to be provided)
- 2.5. The bidders should be willing to be paid after delivery of food parcels.
- 2.6. The bidder should be able to operate electronic equipment such as e-tablets, computers and smartphones and have reliable internet connectivity at the place of retail.
- 2.7. Have a valid good standing certificates (From Receiver of Revenue, Social Security Commission, Affirmative Action Compliance Certificate or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.

3. Food items to be supplied are as follows:

	Kavango East
Items	Quantities
Maize Meal Un-sifted 20 kg	31,000
Cooking Oil in 750ml	31,000
Tinned Fish 400g	124,000

4. Participating Regions and Constituencies

4.1 This bid is limited to established retail entities operating in the constituencies where services will be rendered.

5. Collection of Documents

5.1. The Office of the Prime Minister will hand out an Expression of Interest Form during the introduction meetings scheduled from 18th – 27th March 2024 at Constituency Offices respectively.

5.2. Interested retailers who wish to attend the introduction meeting should submit their names at the constituency office by a day before the meetings.

6. Submission of documents

6.1 A retail assessment will be done at all interested retailers between 18th – 27th March 2024. The aim of the assessment is to ascertain that retailers meet the criteria as described under section 3 of this expression of interest.

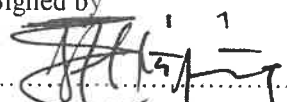
6.2 Retailers will submit the Expression of Interest Form during the assessment process when the OPM Team/s is visiting the retail shops.


6.3 The Expression of Interest Form should be submitted with a quote for the food basket as described under section 2 of the Expression of Interest.

7. Enquiries

All enquires to be addressed to Mrs. Hellen Likando Tell: 061 435 1001, and Mr. Florybertus Ashipala, Tell: 061 435 1004.

Signed by


I-BEN NATANGWE NASHANDI
EXECUTIVE DIRECTOR



**PROTENTATIVE PROGRAM FOR RETAILER RECRUITMENT FOR THE VOUCHER SYSTEM
PILOTING PHASE FROM THE 18th -28th MARCH 2024**

KAVANGO EAST REGION

Date	Time	Activities	Venue
17/03/2024	Travelling		
18/03/2024	10h00-10h30	Courtesy call to the Regional Governor	Regional Governor Kavango East Regional Council Rundu Urban Constituency
	10h30-12h00	Meeting with CRO's	
	12h00-13h00	Meeting with Councilor and Constituency staff members	
	14h00-17h00	Meeting Retailers	
19/03/2024	09h00-17h00	Retailer Assessment	Rundu Urban Field visit
20/03/2024	09h00- 10h00	Meeting with Councilor and Constituency staff members Meeting with Retailers Retailer Assessment	Rundu Rural Constituency Field visit
	10h00-12h00		
	12h30 - 17h00		
22/03/2024	09h00- 10h00	Meeting with Councilor and Constituency staff members Meeting with Retailers Retailer Assessment	Ndonga Linena Constituency Field visit
	10h00-12h00		
	12h30 - 17h00		
23/03/2024	09H00-13h00	Retailer Assessment	Ndonga Linena Constituency Field visit
25/03/2024	09h00- 10h00	Meeting with Councilor and Constituency staff members Meeting with Retailers Retailer Assessment	Ndiyona Constituency Field visit
	10h00-12h00		
	12h30 - 17h00		
26/03/2024	09h00- 10h00	Meeting with Councilor and Constituency staff members Meeting with Retailers Retailer Assessment	Mukwe Constituency Field visit
	10h00-12h00		
	12h30 - 17h00		
27/03/2024	09h00- 10h00	Meeting with Councilor and Constituency staff members Meeting with Retailers Retailer Assessment	Mashare Constituency Field visit
	10h00-12h00		
	12h30 - 17h00		
28/03/2024	Travelling back to Windhoek		

All official correspondence must be addressed to the Executive Director