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31 MAY 2023



TO: CHIEF REGIONAL OFFICERS

FOR: CONSTITUENCY COUNCILORS
ALL REGIONAL COUNCILS (NAMIBIA)

CC: NAMIBIA STATISTICS AGENCY REGIONAL STATISTICIANS

Dear Sir / Madam,

SUBJECT: SOURCING OF VEHICLES FOR 2023 CENSUS PROJECT FROM INDIVIDUAL-OWNED VEHICLES

Namibia Statistics Agency will be conducting the 4th Population and Housing Census enumeration from **18 September until 03 November 2023**.

For that purpose, NSA will need to acquire 2837 vehicles for the census exercise. Vehicles are to be sourced from individual owners throughout the country at the constituency level. **Vehicle owners or their assigned drivers will be responsible for driving their vehicles during the Census enumeration.**

To this end NSA is requesting **your good office and the Constituency Offices to announce this information to the public through your communication mediums**. At the same time the NSA would like to request the **Constituency Offices to serve as points of registration** where individual citizens in the various constituencies can register their vehicles on behalf of the Namibia Statistic Agency (NSA).

Kindly be informed that this is a listing of available vehicles process while the selection of suitable vehicles will be made by the NSA once the registration/listing process is completed. **A registration/listing form is attached for completion.**

Documents required for registrations:

- (a) **Certified** copy of vehicle owner Identification Document (ID)
- (b) **Two certified** vehicle ownership registration certificates.
- (c) In the event the owner is not the one registering the vehicle, a **written consent signed by the owner and the person registering the vehicle**, is required as well as a **certified copy of an Identity Document of a person registering the vehicle**.

The announcements and the registration exercise should run from the **01 June 2023 to 23 June 2023**. NSA Regional Statisticians will collect these registration lists from your esteemed offices (or via email) between the 26 until 30 June 2023.

Vehicles to be registered should meet the following criteria:

- (i) Vehicles should **not be older than 10 years**.

- (ii) Vehicles must be either a **4x4 double cab or SUV**, with or without a canopy, as well as with or without trallies.
- (iii) Vehicles must not have tinted windows; permissible tinting should be less than 35%
- (iv) Vehicles must not have any stickers, slogans or colors bearing messages of political parties, religious or business institutions, etc.
- (v) Vehicles tyres must not be older than 5 (five) years.

Vehicles will be required as per the attached schedule dates.

Any enquiries can be made with Fillipus Haivela, Fleet Officer, Tel: 061-431 3320, Email: fhaivela@nsa.org.na

Yours sincerely,



ALEX SHIMUAFENI
STATISTICIAN-GENERAL & CEO



LOT 1	Transport Services needed for constituency publicity
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Item	Transport Services Delivery Place	Delivery Date	Rental Period	Duration (Days)	Region of Operation	Transport Services (4x4 Double Cab Bakkies)*
1	Otjiwarongo Training Center, Otjozondjupa Region	01 September 2023	01 September - 09 October 2023	39	//Karas	7
2					Erongo	7
3					Hardap	8
4					Kavango East	6
5					Kavango West	8
6					Khomas	10
7					Kunene	7
8					Ohangwena	12
9					Omaheke	7
10					Omusati	12
11					Oshana	11
12					Oshikoto	11
13					Otjozondjupa	7
14					Zambezi	8
Total						121

* The Constituency Publicity Officers will be seconded, as such the invitation letter is to request for them to be provided with vehicles from their Constituency Offices. As such, these transport services might not be needed for this period.

LOT 2	Transport Services needed at the end of Trainers of Trainers 1 for the teams to proceed to Trainers of Trainers 2
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Item	Transport Services Delivery Place	Delivery Date	Rental Period	Duration (Days)	Region of Operation	Transport Services (4x4 Double Cab Bakkies)
1	Otjiwarongo Training Center, Otjozondjupa Region	17 August 2023	17 August – 09 October 2023	54	//Karas	2
2					Erongo	3
3					Hardap	4
4					Kavango East	2
5					Kavango West	3
6					Khomas	5
7					Kunene	2
8					Ohangwena	5
9					Omaheke	3
10					Omusati	5
11					Oshana	5
12					Oshikoto	5
13					Otjozondjupa	3
14					Zambezi	4
Total						51

LOT 3	Transport Services needed at the end of Trainers of Trainers 2 for the teams to proceed to Enumerator's Training
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Item	Transport Services Delivery Place	Delivery Date	Rental Period	Duration (Days)	Region of Operation	Transport Services (4x4 Double Cab Bakkies)*
1	At NSA Regional Offices	31 August 2023	31 August - 09 October 2023	40	//Karas	19
2					Erongo	19
3					Hardap	21
4					Kavango East	16
5					Kavango West	21
6					Khomas	26
7					Kunene	19
8					Ohangwena	31
9					Omaheke	19
10					Omusati	31
11					Oshana	29
12					Oshikoto	29
13					Otjozondjupa	19
14					Zambezi	20
Total						319

* DRCC-E will be seconded, as such the invitation letter is to request for them to be provided with vehicles from their institutions. As such, their transport services might not be needed for this period.

LOT 4	Transport Services needed at the end of Enumerator's Training for field deployments
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Item	Transport Services Delivery Place	Delivery Date	Rental Period	Duration (Days)	Region of Operation	Transport Services (4x4 Double Cab Bakkies)
1	At various Constituency Training Centers in the Regions (See annexure)	15 September 2023	15 September - 09 October 2023	25	//Karas	102
2					Erongo	65
3					Hardap	89
4					Kavango East	84
5					Kavango West	87
6					Khomas	22
7					Kunene	114
8					Ohangwena	325
9					Ormaheke	117
10					Omusati	396
11					Oshana	156
12					Oshikoto	298
13					Otjozondjupa	120
14					Zambezi	136
Total						2107

* The difference of 121 Transport services required to make up the teams will be received from Constituency Publicity Officers, after their role ends on the 15 September 2023.

NB: Monitoring transport Services are not part of these services, we anticipate we can get some that are being replaced by those DRCC-E that will be coming with vehicles from their own institutions.