

TERMS OF REFERENCE

EXPRESSION OF INTEREST: HEAVY EQUIPMENT AND VEHICLE RENTAL
SERVICES

EoI No: Eoi #01/2026

BACKGROUND

The Municipality of Henties Bay is responsible for delivering essential municipal services such as waste management, road maintenance, sewerage services, and general administrative operations within the town of Henties Bay.

To ensure efficient service delivery and maintain operational capacity, the Municipality intends to acquire a fleet of heavy equipment and light vehicles on a rental period through a competitive procurement process.

The purpose of this Expression of Interest (EOI) is to identify qualified and experienced service providers capable of supplying, delivering and maintaining the required fleet for municipal operations.

PURPOSE AND OBJECTIVES

The purpose of this Terms of Reference is to invite reputable and registered Namibian companies to submit Expressions of Interest for the rent to own heavy equipment and light vehicles provided to the Municipality by:

- Ensure reliable and efficient transport and operational equipment for municipal services.
- Reduce downtime through proper maintenance and servicing by the supplier.
- Ensure cost-effective fleet management through a structured rent arrangement.
- Support the Municipality in delivering services to the community effectively.

SCOPE OF SERVICES

The selected service provider(s) will be required to supply, deliver and maintain the following fleet:

Fleet Required	Quantity
Water Tanker 16000 litres	1
Drain Trucks (Honey Suckers) 16000 litres	2
SUV (4X4)	1
Single Cab Bakkie (4x4)	3
Sedans (Not Hatchback)	2
Grader 140K	1

General Requirements

- Provide new or well-maintained vehicles and equipment suitable for municipal operations.
- Ensure all vehicles are fully registered, licensed, and roadworthy.
- Provide insurance coverage for the vehicles/equipment.
- Provide tracking systems where applicable.
- Conduct regular service and maintenance according to manufacturer specifications.
- Ensure prompt response to breakdowns or mechanical failures.
- Provide replacement vehicles/equipment where necessary during extended repairs.

The service provider shall ensure that all vehicles and equipment supplied are in good working condition and compliant with all Namibian road safety regulations

PERIOD

The proposed lease period for the fleet is up to six (6) years (72 months), subject to the terms and conditions of the final agreement between the Municipality and the successful service provider(s).

SUPPLIER QUALIFICATION REQUIREMENTS

- Certificate of Incorporation / Business Registration.
- Certified copies of Identity Documents of company members or directors.
- Valid NamRA Good Standing Certificate.
- Valid Social Security Commission Good Standing Certificate.
- Company Profile indicating relevant experience.
- Proof of insurance for vehicles and equipment.
- Proof of similar services provided previously (if applicable).
- Detailed financial proposal outlining lease/rental rates and associated costs.
- Vehicle specifications and technical details.

SUBMISSION OF EXPRESSION OF INTEREST

Interested service providers must submit their Expressions of Interest in accordance with the requirements specified in the EOI notice issued by the Municipality of Henties Bay. All submissions must be clearly marked: **“EXPRESSION OF INTEREST: HEAVY EQUIPMENT AND VEHICLE RENTAL SERVICES Eoi Ref No: Eoi #01/2026”**.

ENQUIRIES

All enquiries regarding this Expression of Interest should be directed to:

Procurement Management Unit
Municipality of Henties Bay
Tel: +264 64 502000
Email: Admin.tech@hbaymun.com.na