



C/o Jakkalsputz road and Nicky Iyambo Avenue, Henties Bay, Namibia
P.O. Box 61, Henties Bay Tel: +264 (0) 64 502 000 Fax: +264 (0) 64 502 001
Website: www.hbaymun.com.na

Inquiries: Ms R.Jossop
Cell: +264 64502000

My Reference:
EOI:01/2026

Email:
Admin.tech@hbaymun.com.na

Date:
17 April 2026

TERMS OF REFERENCE

EXPRESSION OF INTEREST: HEAVY EQUIPMENT AND LIGHT VEHICLE RENTAL
SERVICES

Eol No: Eol #01/2026

All correspondences to be addressed to the Chief Executive Officer

Progress Through Unity



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 these 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:

Ensuring 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:

General Requirements

Fleet Required	Quantity
Heavy Equipment	
Waste Compactor	1
Drain Trucks (Honey Suckers)	2
Grader 140K	1
Light Vehicles	
SUV	1
Single Cab Bakkie (2x4)	1
Light Trucks	3
Sedans	2

All correspondences to be addressed to the Chief Executive Officer

Item no: 1. Waste Compactor		
<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Model Year	2025-2026(New)
2	Vehicle Color	White
3	12 Cubic Refuse Compactor: Fitted with standard crew platform, Hydraulic pump, Enclosed Crew Cab, Strobe light and working lights , 9kg Fire Extinguisher, Factory fitted bin lifter, Automatic transmission.	✓
4	PTO (Power Take off)	✓
5	Complete black underbody with primer & cavity treatment.	✓
6	License and registration	✓
7	Single rear axel	✓

Item no: 2. Drain Trucks (Honey Suckers)		
<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Model Year	2025-2026(New)
2	Vehicle Color	White
3	16 000Lt 3CR12 Vacuum tanker with 4.5 mm shell and 6.0 mm ends. MBC Manhole, Rear platform and steps, Ball and tube type handrail around platform, PARLOCK Plastic DUAL 1/2 Round Mudguards incl mudflaps,	✓
4	MEC 4000 P LA DX D60 STD - Hoffman Diesel Engine Electric HDKEFAE, Engine Driven Already Included, No Additional Compartment, Piping and bottoming down exhauster, Cover pump to motor coupling with mesh, Tag all valves for instructions, Extend exhauster where needed. SA BIOTECH Standard necessary accessories:	✓

All correspondences to be addressed to the Chief Executive Officer

	<p>'3 x AT241 Plastic Sight Glass Level Indicators 3", Primary Overflow valve (two ball overflow valve) 60mm, Secondary Moisture Trap (Siphone valve with discharge) 45mm, Glycerine mano-vacuummeter 1/4"</p> <p>Depression Valve 1 1/2", Ball Valve Male/Female full flow 1", Safety Vlave with hose 2", "1" Heliflex Hose and clamps, Lever Gate valve with Flange 4", Intermediate flange with channellir, Lever for gate opening (4" - 6"), Stem gate valve with 1 flange 6"</p>	
5	TOTAL OF STANDARD EXTRAS: 6m of 100mm Heliflex suction hose and quick couplers, 3m of 150mm Green Heliflex Hose and quick couplers, Supply and fit SABS Approved MBC underrun bumper, Reflective tape. Sewerage & Litres Decal	✓
6	Sandblast & Epoxy Coat inside of Tank 3CR12 (CHEMICAL / SEWAGE)	✓
7	LED Strobe light mounted on cab	✓
8	Supply and fit 6 Header LED Flasher light @ rear of Vehicle	✓
9	9 KG fire extinguisher	✓
10	110DB Reverse buzzer	✓
11	2 x Wheel Chocks and brackets	✓
12	Lockable battery box cover incl Padlock	✓
13	Complete black underbody with primer & cavity treatment	✓
14	License and registration	✓

All correspondences to be addressed to the Chief Executive Officer

Item no 3: Grader

<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Model (140K)	140K
2	Rated Power	260 horsepower (HP)
3	Engine	Cummins QSL8.9
4	Blade length × chord height (mm)	3965 X 610 mm
5	Maximum lifting height of blade (mm)	452 mm
6	Forward speed (km/h)	4.9-40.2
7	Reverse speed (km/h)	4.9-24.7
8	Operating Weight	19,000 kg
9	Complete black underbody with primer & cavity treatment	✓
10	Paint Protection	✓
11	License and registration	✓

Item no 4: SUV

<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Model	2025-2026(New)
2	Alarm & central locking	Yes
4	Vehicle Color	White
5	Seating capacity	5 Seater
6	Engine (Petrol)	2 liter
7	Power	170KW
8	Torque	380Nm
9	Transmission	9DCT (Automatic)

All correspondences to be addressed to the Chief Executive Officer

10	Fuel Consumption	Petrol
11	Wheelbase	2738mm
12	Safety features	Smart evasive maneuver
13	Complete black underbody with primer & cavity treatment	✓
14	Paint Protection	✓
15	Smash and Grab	✓
16	Electric windows.	✓
17	License and registration	✓

Item no: 5. Single cap Bakkie(2x4)		
<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Single Cab 2x4	✓
2	Model Year	2025-2026(New)
3	Vehicle Color	White
4	Rubberize with alu plate	✓
5	Complete black underbody with primer & cavity treatment	✓
6	Paint Protection	✓
7	Smash and Grab	✓
8	Electric windows.	✓
9	License and registration	✓

All correspondences to be addressed to the Chief Executive Officer

Item no 6: Sedans(X2)

<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Sedan Motor Vehicle	(Hatchbacks)
2	Alarm & central locking	✓
3	Model Year	2025-2026(New)
4	Vehicle Color	White
5	Seating capacity	5 Seater
6	Engine(Petrol)	1.5-liter four-cylinder,
7	Power	77kW
8	Torque	138 Nm @ 4200 rpm
9	Transmission	5-speed manual (MT)
10	Fuel Consumption	5.8 liters per 100km
11	Wheels	16-inch alloy wheels
12	Safety features	ABS, EBD, Brake Assist, Vehicle Stability Control (VSC), Hill Assist Control (HAC)
13	Rubberize with alu plate	✓
14	Complete black underbody with primer & cavity treatment	✓
15	Paint Protection	✓
16	Smash and Grab	✓
17	Electric windows.	✓
18	License and registration	✓

All correspondences to be addressed to the Chief Executive Officer

Item no: 7. Light trucks (3X)

<i>No</i>	<i>Technical Specifications</i>	<i>Standard</i>
1	Light trucks K2700/H100	Dropsides
2	Model Year	2025-2026(New)
3	Vehicle Color	White
4	Engine	2.7 Liter 4 cylinder, diesel powered
5	Transmission	Manual
6	Power	62Kw, 4150Rpm
7	Gross Vehicle mass(GVM)	2980kg
8	Fuel Tank capacity	65 Liters
9	Torque	2400Rpm
10	Rubberize with alu plate	✓
11	Complete black underbody with primer & cavity treatment	✓
12	Paint Protection	✓
13	Loading Capacity	1335Kg Payload, Load area: 4539mm ²
14	Towbar	✓
15	Electric windows.	✓
16	License and registration	✓

INSTRUCTIONS

- 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 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

All correspondences to be addressed to the Chief Executive Officer

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 LIGHT 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

No faxed or emailed documents will be considered.

Due Date: 7th May 2026 @ 11H00

All correspondences to be addressed to the Chief Executive Officer