

Annual Procurement Plan

Financial Period: 2025-2026

Name of Public Entity: Development Bank of Namibia (DBN)




| Procurement No.<br>(e.g. 1.2.3...) | Description of Procurement (Include lots if applicable)   | Quantity | Procurement<br>Category | Is the procurement<br>reserved in terms of the<br>Code of Good Practice? | Procurement<br>Method | Estimated Value<br>(N\$) | Scheduled Date for<br>Invitation of Bids | Reason for deviating from the default method<br>(where applicable)  |
|------------------------------------|---|----------|-------------------------|--|-----------------------|--------------------------|--|---|
| 1                                  | Consultancy Services for Strategy Review Facilitator (Annual Business Plan 2025-2026)   | 1        | SC                      | No   | RP                    | 250,000.00               | May-24                                   | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |
| 2                                  | Consultancy Services for SME Finance Strategy and Development   | 1        | SC                      | No   | RP                    | 1,000,000.00             | Aug-25                                   | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |
| 3                                  | Hiring of Venues for Various Functions  | Various  | NCS                     | No   | RFQ                   | 250,000.00               | Various                                  | In accordance with the Section 32(1)(b), used for procurement of small services if the estimated value of procurement does not exceed the prescribed threshold.                                       |
| 4                                  | Consultancy Service to Conduct Research / Field Work in the Regions and to Support the Development Impact Function  | 1        | SC                      | No   | RP                    | 200,000.00               | Jun-25                                   | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |
| 5                                  | Consultancy Services for the Development of a Road Map to Focus Lending on Large Infrastructure Projects: Bulk Water, Sanitation, Transport, Electricity, Rural Transformation Securitisation Sectors Through a Collaborative Infrastructure Development Programme, Co-created with Key Development Partners. | 2        | SC                      | No   | RP                    | 400,000.00               | To be determined                         | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |
| 6                                  | Investigate and Implement a National Funding Scheme Aimed at Incentivizing and Providing Support to Innovation in New Business Sectors, New Products and Value Chains   | 2        | SC                      | No   | RP                    | 800,000.00               | To be determined                         | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |
| 7                                  | Consultancy Services for Lender Technical Advisor for the Infrastructure, Industry, and Health Sector Projects: Verification of Total Project Cost, Technical Design, Project Management, and all Other Project Related Activities  | 1        | SC                      | No   | RP                    | 2,000,000.00             | Jun-25                                   | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |
| 8                                  | Procurement of Monitoring and Evaluations Report on NMCP Interventions  | 1        | SC                      | Yes  | RP                    | 400,000.00               | Jun-25                                   | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition. |

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| 9                                  | Consultancy Services for HVAC System Design, System Optimization, Upgrades, and Energy Efficiency for a period of 36 months  | 1        | SC                   | Yes  | RP                 | 100,000.00            | Aug-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.   |
| 10                                 | Procurement of a Pool of Experts in the Field of Agro-processing, Manufacturing, Infrastructure, Construction, Housing Development, Women and Youth Finance, Tourism, Business Services, Mining, and any other sector within the DBN's mandate | 10       | SC                   | No   | RP                 | 5,000,000.00          | Aug-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.   |
| 11                                 | Procurement of Mentors and Project Managers for the National Mentoring and Coaching Programme for a period 36 months   | 10       | SC                   | No   | RP                 | 5,000,000.00          | To be determined                      | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.   |
| 12                                 | Procurement of Technical Advisory Consultancy Services for Project and Farm in the Dates & Grapes Industry   | 2        | SC                   | No   | RP                 | 200,000.00            | To be determined                      | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.   |
| 13                                 | Consultancy Services to Conduct an Evacuation Drill Audit and an Energy Efficient Building Audit and Plan  | 2        | SC                   | No   | RP                 | 300,000.00            | Jun-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.   |
| 14                                 | Procurement of External Fraud Investigation (Forensic Audit)   | 1        | SC                   | No   | RP                 | 500,000.00            | Jul-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.   |
| 15                                 | Procurement of Registration and Attendance of Networking Events and Conferences (Research, Product Development, and Development Impact)  | Various  | NCS                  | Yes  | DP                 | 200,000.00            | Various                               | In accordance with Section 36 (2) (d), where, subject to a prescribed due diligence, the nature of the consultancy services requires that a particular supplier be selected due to unique qualifications.   |
| 16                                 | Procurement of Conduct Bespoke Research on Emerging Industries: Oil, Gas, and Mining Industries  | 1        | SC                   | No   | DP                 | 350,000.00            | Apr-25                                | In accordance with Section 36 (2) (b), within the prescribed limits, for additional deliveries of goods or services by the original supplier which are intended for execution for existing services and where a change of supplier would compel the public entity to procure services not meeting requirements of interchangeability with already existing services |
| 17                                 | Provision of Lease of Premises for the SME Centre and Rundu Regional Offices for a period of 36 months   | 2        | NCS                  | No   | DP                 | 1,400,000.00          | Apr-25                                | In accordance with Section 36 (2) (a), only one supplier has the exclusive right to manufacture the goods or supply the goods, works or services to be procured, and no suitable alternative is available.  |
| 18                                 | Supply and Delivery of Building Maintenance and Repair Materials for DFN, DBN, and WB Buildings  | Various  | G                    | Yes  | RFQ                | 4,500,000.00          | Various                               | In accordance with Section 32 (1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold.   |
| 19                                 | Provision of Plumbing Maintenance Services period of 36 months   | 2        | NCS                  | Yes  | ONB                | 260,000.00            | Various                               | Open National Bidding   |
| 20                                 | Provision of Professional High Rise Window Cleaning Services for a period of 36 months   | 2        | NCS                  | Yes  | ONB                | 120,000.00            | Various                               | Open National Bidding   |

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| 21                                 | Provision of Office Cleaning Services for a period of 36 months  | 2        | NCS                  | Yes  | ONB                | 240,000.00            | Apr-25                                | Open National Bidding  |
| 22                                 | Provision of Pest Control Services for a period of 36 months   | 1        | NCS                  | Yes  | ONB                | 50,000.00             | Apr-25                                | Open National Bidding  |
| 23                                 | Provision of Carpets and Upholstery Cleaning Services for a period of 36 months                                  | 1        | NCS                  | Yes  | ONB                | 30,000.00             | Apr-25                                | Open National Bidding  |
| 24                                 | Provision of Landscaping and Gardening Services for a period of 36 months  | 1        | NCS                  | Yes  | ONB                | 150,000.00            | Apr-25                                | Open National Bidding  |
| 25                                 | Provision of Installation of GPS and Vehicle Tracking Services for DBN Fleet for a period 36 months              | 1        | NCS                  | Yes  | ONB                | 150,000.00            | Apr-25                                | Open National Bidding  |
| 26                                 | Provision of General Electrical Maintenance Services for a period of 36 months                                   | 3        | NCS                  | Yes  | ONB                | 180,000.00            | Various                               | Open National Bidding  |
| 27                                 | Hiring, Maintenance and Servicing of a Standby Power Generator for a period of 36 months                         | 2        | NCS                  | No   | RFQ                | 1,000,000.00          | Apr-25                                | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 28                                 | Supply and Delivery of Vehicles  | 2        | G                    | No   | RFQ                | 1,400,000.00          | Various                               | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 29                                 | Supply and Delivery of Office Furnitures   | Various  | G                    | Yes  | RFQ                | 821,873.00            | Various                               | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 30                                 | Provision of Airconditioning Maintenance Services  | 1        | NCS                  | Yes  | ONB                | 100,000.00            | Jul-25                                | Default method.  |
| 31                                 | Procurement of Structural Changes and Architectural Designs for the Existing Head Office Buildings               | Various  | W                    | Yes  | RFQ                | 2,200,000.00          | Various                               | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.              |
| 32                                 | Procurement of Staff Development Services (Wellness, Team-Buildings and Training)                                | Various  | NCS                  | No   | RFQ                | 250,000.00            | Various                               | In accordance with the Section 32(1)(b), used for procurement of small services if the estimated value of procurement does not exceed the prescribed threshold.  |
| 33                                 | Procurement of General Vehicle Maintenance Services (Repair and Parts)   | Various  | NCS                  | No   | DP                 | 24,000.00             | Various                               | In accordance with Section 36 (2) (a), only one supplier has the exclusive right to manufacture the goods or supply the goods, works or services to be procured, and no suitable alternative is available.         |
| 34                                 | Supply and Delivery of Purified Bottled Water for a period of 36 months  | 2        | NCS                  | Yes  | ONB                | 150,000.00            | Apr-25                                | Default method.  |
| 35                                 | Procurement of Electronic Collections Software Services for Pre-legal and Legal Collections Plus Workflow Models | 2        | SC                   | No   | DP                 | 684,000.00            | To be determined                      | In accordance with Section 36 (2) (a), only one supplier has the exclusive right to manufacture the goods or supply the goods, works or services to be procured, and no suitable alternative is available.         |
| 36                                 | Supply and Delivery of Personal Protective Equipments  | Various  | G                    | No   | IQ                 | 15,000.00             | To be determined                      | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 37                                 | Supply and Delivery of Skipper Recycling and Divisional Bins   | Various  | NCS                  | Yes  | RFQ                | 75,000.00             | Feb-26                                | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |

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| 38                                 | Supply and Delivery of Laptops, Monitors, Mouses, Locks and Bags   | Various  | G                    | Yes  | RFQ                | 1,500,000.00          | Various                               | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 39                                 | Procurement of Newspaper, Billboard and Radio Advertising Services   | Various  | NCS                  | No   | RB                 | 2,100,000.00          | Various                               | In accordance with Section 31 (1) (a) the services are only available from a limited number of bidders.  |
| 40                                 | Procurement of Trade Fare, Expo, Festivals, and Exhibition Services  | Various  | NCS                  | No   | DP                 | 520,000.00            | Various                               | In accordance with Section 36 (2) (a), only one supplier has the exclusive right to manufacture the goods or supply the goods, works or services to be procured, and no suitable alternative is available.         |
| 41                                 | Procurement of Various Equipments and Personnel for Corporate Events (Independence Celebrations 2026, Good Business Awards 2026, Spring and Anniversary)   | Various  | NCS                  | Yes  | RFQ                | 1,245,000.00          | Various                               | In accordance with the Section 32(1)(b), used for procurement of small services if the estimated value of procurement does not exceed the prescribed threshold.  |
| 42                                 | Procurement of Corporate Golf Wear for Dundee Precious Metals Golf Day Participation   | Various  | G                    | Yes  | RFQ                | 60,000.00             | To be determined                      | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 43                                 | Procurement of Licenses (Fortigate, Code Two Mail, Cybersecurity Knowbe4, Veeam Back-up & Replication, LAWTrust, CodeTwo, Adobe Creative Cloud, ManageEngine Service Desk/Desktop Central, e-Signature Application, Survey Monkey, Convone, Domain, Solarwinds Network Monitoring) | Various  | NCS                  | No   | RFQ                | 5,000,000.00          | Various                               | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 44                                 | Supply, Delivery and Installation of Boardroom Solution  | 1        | G                    | Yes  | RFQ                | 1,000,000.00          | Jun-25                                | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 45                                 | Procurement of Sharepoint Migration Project  | 1        | SC                   | No   | RP                 | 400,000.00            | Jun-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.              |
| 46                                 | Procurement of Process Automation Services   | 1        | SC                   | Yes  | RP                 | 250,000.00            | Jun-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.              |
| 47                                 | Procurement of Penetration Testing System  | 1        | SC                   | Yes  | RP                 | 500,000.00            | May-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.              |
| 48                                 | Procurement of Multifactor Authentication Services   | 1        | G                    | Yes  | RFQ                | 250,000.00            | Sept-25                               | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.              |

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| 49                                 | Procurement of Cloud Computing Services  | 1        | SC                   | Yes  | RP                 | 500,000.00            | Sept-25                               | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.               |
| 50                                 | Procurement of Security Operations Centre  | 1        | SC                   | Yes  | DP                 | 1,680,000.00          | Apr-25                                | In accordance with Section 36 (2) (a), only one supplier has the exclusive right to manufacture the goods or supply the goods, works or services to be procured, and no suitable alternative is available.          |
| 51                                 | Supply, Delivery and Assembling of Shelves and Materials for Document Management | 1        | G                    | Yes  | RFQ                | 150,000.00            | To be determined                      | In accordance with the Section 32 (1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold. |
| 52                                 | Procurement of Email Filtering and Archiving Security Services                   | 1        | SC                   | Yes  | DP                 | 120,000.00            | May-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.               |
| 53                                 | Annual Servicing the of UPS  | 1        | NCS                  | Yes  | RFQ                | 25,000.00             | May-25                                | In accordance with the Section 32(1)(b), used for procurement of small services if the estimated value of procurement does not exceed the prescribed threshold.   |
| 54                                 | Procurement of an Electronic Softwares (Finacial and Enterprise Risk)            | 2        | G                    | No   | RP                 | 2,100,000.00          | Jun-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.               |
| 55                                 | Procurement of Firewall Services   | 1        | G                    | Yes  | RFQ                | 30,000.00             | Apr-25                                | In accordance with the Section 32(1)(a), readily available commercial standard goods not specifically manufactured to the particular specifications when the estimated value does not exceed prescribed threshold.  |
| 56                                 | Procurement of Records Management Awareness Video                                | 2        | NCS                  | Yes  | RFQ                | 50,000.00             | May-25                                | In accordance with the Section 32(1)(b), used for procurement of small services if the estimated value of procurement does not exceed the prescribed threshold.   |
| 57                                 | Procurement of Business Turn-around Services for the National Railway Operator   | 1        | SC                   | No   | OIB (INT)          | 2,500,000.00          | Jul-25                                | In accordance with Section 35 (3)(b), public entity must issue a request to the shortlisted consultants.  |
| 58                                 | Procurement of Job Description Drafting, Job Evaluation, and Grading Services    | 1        | SC                   | Yes  | RP                 | 250,000.00            | Apr-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.               |
| 59                                 | Procurement of Skills Audit Consultancy Services                                 | 1        | SC                   | Yes  | RP                 | 250,000.00            | Apr-25                                | In accordance with Section 35 (1), public entity must draw up a shortlist of suppliers from those who have the capacity to perform the required consultancy services to ensure effective competition.               |

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| 60   | Procurement of Implementation of Balanced Scorecard Methodology Services | 1        | SC                   | Yes  | DP  | 105,000.00            | Apr-25                                | In accordance with Section 36 (2) (a), only one supplier has the exclusive right to manufacture the goods or supply the goods, works or services to be procured, and no suitable alternative is available. |
| 61   | Procurement of Corporate Printing Services                               | 1        | NCS                  | Yes  | RFQ   | 200,000.00            | Mar-25                                | In accordance with the Section 32 (1), public entity must in writing request for sealed quotations form three bidders.   |
| 62   | Procurement of Intermediary Services (Women Microfinancing)              | 1        | SC                   | No   | RP  | 500,000.00            | May-25                                | In accordance with Section 35 (3)(b), public entity must issue a request to the shortlisted consultants.   |
| 63   | Procurement of Intermediary Services (Women SME)                         | 1        | SC                   | No   | RP  | 500,000.00            | May-25                                | In accordance with Section 35 (3)(b), public entity must issue a request to the shortlisted consultants.   |
| <b>Prepared - Acting Head of Procurement (Name): Maria-Rosa Jonga</b><br><b>Recommended - Chief Financial Officer (Name): Nicky Katapa Mutenda</b><br><b>Approved - Accounting Officer (Name): John Mbango</b> |  |          |                      |  |   |                       |                                       |  |
|  |  |          |                      |  | Signature:  | Date: 17.04.2025      |                                       |  |
|  |  |          |                      |  | Signature:   | Date: 17/04/2025      |                                       |  |
|  |  |          |                      |  | Signature:   | Date: 23/04/2025      |                                       |  |