



**Development
Bank of Namibia**

Expect more.

Request for Quotations for Non-Consultancy Services Lump-Sum

Provision of Occupational Health, Safety and Environmental Training 2026

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total quote amount	VAT exclusive (N\$)
	VAT inclusive (N\$)

Procurement Reference No: NCS/RFQ/DBN-48/2026

Development Bank of Namibia Ltd
Daniel Munamava Street
P.O. Box 235
Windhoek
Namibia

Phone: +264 61-290 8000

Fax: +264 61-290 804

NOTICE TO BIDDERS

Please take note:

- **Sign all relevant pages as stipulated in this standard bidding document.**
- **Initialize all pages of this standard bidding document, including all supporting documents.**
- **Stamp all pages where applicable as indicated where a stamp is required.**
- **Submit a complete bidding document as issued.**
- **Certify all supporting documents by the Namibian Police / Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).**
- **a receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s).**
- **Clarifications received after the due date for request for clarifications will not be attended to.**
- **Bid submissions received after the deadline (date and time) for submission of bids will not be accepted.**



**Development
Bank of Namibia**

Expect more.

12 Daniel Munamava Street, Windhoek • PO Box 235, Windhoek, Namibia • Tel + 264 61 290 8000 • Fax + 264 6 290 8049
E-mail info@dbn.com.na • www.dbn.com.na

Letter of Invitation

Procurement Reference No.: NCS/RFQ/DBN-48/2026

15 January 2026

Dear: Prospective Bidders

Request for Quotations: Provision of Occupational Health, Safety and Environmental Training 2026

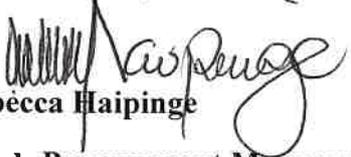
The Development Bank of Namibia invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Request for clarifications should be received fourteen (14) workdays prior to the deadline set for submission of bids, addressed to procurement@dbn.com.na.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,


Rebecca Haipinge

Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Development Bank of Namibia reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **one hundred twenty (120)** working days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Submit a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid **company Registration Document**; The company registration document must also clearly indicate ownership;
- (b) Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid Good Standing Tax Certificate**, as certified by the Commissioner of Oath. Certificate should be valid as at the deadline of bid submission.
- (c) Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid good Standing Social Security Certificate**, as certified by the Commissioner of Oath. Certificate should be valid as at the deadline of bid submission.

- (d) Submit a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of **Affirmative Action Compliance Certificate**, 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 or a valid certified copy of the original
- (e) **Participation is limited to Namibian citizens;**
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Should submit a Witten Undertaking in terms of Wage Order for Setting National Minimum Wage for Employees, Labour Act, 2007.
- (i) Should submit a company profile.
- (j) Facilitator must have a minimum of 3 years industry experience in offering Occupational Health, Safety and Environmental Training in corporate set up, to be substantiated with at least two (2) Purchase Orders and/or contracts.
- (k) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>

- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

BIDDERS' CONFLICT OF INTEREST DECLARATION
(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of DBN.		

Note: *Bidder(s) found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.*

5. Bid Securing Declaration

Bidders are required to submit a **Bid Securing Declaration** for this procurement process.

6. Services Completion Period

The completion period for services shall be **seven (7)** working days after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Development Bank of Namibia Operations Office, Freedom Plaza 1990 building, Mezzanine floor, Rev Michael Scott Street, Windhoek** not later than **05 February 2026, 10h00**. Quotations by post or hand delivered should reach **Development Bank of Namibia SME Centre, Freedom Plaza 1990 building, Mezzanine floor, Rev Michael Scott Street, Windhoek** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be **opened internally** by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid}}{100}$$

100

NATURE OF PROCUREMENT	MINIMUM LOCAL CONTENT
Goods	40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia.
Works	50% or more of the employees for the works must be Namibian citizens.
Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

Bidder to indicate whether applying for Margin of Preference or not

YES	NO

Bidder applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder, certificate. -Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	-IDs of all shareholders. -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders. -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDP ownership.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorised, it may be rejected.

Quotation Addressed to :	Development Bank of Namibia
Procurement Reference Number:	NCS/RFQ/DBN-48/2026
Subject matter of Procurement:	Procurement of Occupational Health, Safety and Environmental Training 2026

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead [forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]

The validity period of our Quotation is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./Fax	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____

[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

3. UNDERTAKING

I[insert full name], owner/representative
of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.



**Development
Bank of Namibia**

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NATIONAL MINIMUM WAGE FOR EMPLOYEES

**Witten undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE
FOR EMPLOYEES, LABOUR ACT, 2007**

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

3. UNDERTAKING

I [insert full name], owner/representative of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007.

With effect from 1 January 2025 the minimum wage for employees is N\$18.00 per hour:

(a) Domestic workers are entitled to:

- N\$12.00 per hour with effect from 1 January 2025;
• N\$15.00 per hour with effect from 1 January 2026; and
• N\$18.00 per hour with effect from 1 January 2027;

(a) Agriculture workers are entitled to:

- N\$10.00 per hour with effect from 1 January 2025;
• N\$14.00 per hour with effect from 1 January 2026; and
• N\$18.00 per hour with effect from 1 January 2027;

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

2. A labour inspector may conduct unannounced inspections to assess the level of compliance
3. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

SECTION III: SCOPE OF SERVICES/TERMS OF REFERENCE

1. Background

The Development Bank of Namibia is committed to providing and maintaining a safe, healthy, and compliant working environment for its employees, clients, and visitors. In fulfilment of its Occupational Health, Safety and Environment (OHSE) obligations, the Bank intends to procure the services of a suitably qualified and accredited training provider to deliver Basic First Aid Training, Basic Fire Fighting (Industrial) Training, and Health, Safety & Environment (HSE) Representative Training. These trainings form part of the Bank's ongoing OHSE capacity-building programme and are aimed at strengthening emergency preparedness, risk awareness, and regulatory compliance.

2. Objectives

The overall objective of this assignment is to:

- Equip employees with essential knowledge and practical skills to respond to workplace emergencies.
- Improve fire safety awareness and first-response capability.
- Build internal capacity through trained and competent HSE Representatives; and
- Promote a proactive safety culture across the Bank.

3. Scope of Training

The service provider shall design and deliver **short-duration OHSE training courses**, each ranging from **one (1) day to a maximum of two (2) days**, comprising theoretical instruction and practical exercises

3.1 Basic First Aid Training

Objective:

To equip participants with essential first aid skills to manage common workplace medical emergencies prior to the arrival of professional medical assistance.

Indicative Course Content (Minimum):

- Introduction to First Aid principles and legal responsibilities
- Scene assessment and personal safety
- Emergency response procedures
- Adult CPR
- Management of bleeding, wounds, shock, burns, and scalds
- Management of fractures, sprains, and strains
- Choking
- Common medical emergencies (fainting, seizures, asthma, diabetic emergencies)
- First aid equipment and correct use of first aid kits
- Practical demonstrations and hands-on exercises

Trainer Qualifications

The trainer must have 3-5 years of training experience:

- Be registered as an AIA trainer to offer First Aid Training.
- Trainer must possess basic/intermediate emergency care practitioner or paramedic related qualifications.
- Trainer registered as an Emergency Care Practitioner (basic or intermediate) or Paramedic (Advance Life Support) with a valid registration with the health professional Council of Namibia.
- Have a traceable First Aid and Emergency Care Training experience (minimum two references).

3.2 Basic Fire Fighting Training (Industrial)

Objective:

To provide participants with knowledge of fire behaviour, fire prevention, and practical skills to safely respond to incipient-stage fires using appropriate fire-fighting equipment.

Indicative Course Content (Minimum):

- Fire safety legislation and responsibilities
- Fire triangle and classes of fire
- Common causes of fires in office and industrial environments
- Fire prevention and housekeeping practices
- Fire detection and alarm systems
- Types and correct use of fire extinguishers
- Emergency response procedures and evacuation
- Muster point management
- Practical fire extinguisher demonstrations

Trainer Qualifications

The service provider must have 3-5 years of training experience:

- Be registered as an AIA trainer to offer Fire Fighting Training.
- Trainer must possess fire-fighting certificates or related qualifications.
- Have a traceable firefighting Training experience (minimum two references).

3.3 Health, Safety & Environment (HSE) Representative Training

Objective:

To equip appointed HSE Representatives with the knowledge and skills required to identify hazards, assess risks, and effectively represent employees on health and safety matters.

Indicative Course Content (Minimum):

- Introduction to Occupational Health, Safety and Environment
- Roles and responsibilities of HSE Representatives
- Applicable health and safety legislation (Namibian context)
- Hazard identification and risk assessment
- Incident and accident reporting procedures
- Workplace inspections and safety audits
- Risk control measures and hierarchy of controls
- Emergency preparedness and response
- Conducting toolbox talks and safety meetings
- Practical exercises (hazard spotting and mock inspections)

Trainer Qualifications

The service provider must have 3-5 years of training experience:

- Be registered as an AIA trainer.
- Trainer must possess basic HSE certificates or related qualifications.
- Have a traceable HSE Training experience (minimum two references).
-

4. Duration

- Each course: Minimum one (1) day (Preferably), maximum two (2) days
- Daily duration: Approximately 8 hours per day

5. DELIVERABLES

The service provider shall provide the following deliverables for each training course:

- Facilitation of training (theoretical and practical components)
- Training manuals and/or learning materials
- Attendance registers
- Certificates of attendance or competence for participants

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: Namibian Dollars (NS)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Basic First Aid Training	10	Each		
2	Basic Fire Fighting Training	12	Each		
3	Health, Safety & Environment (HSE) Representative Training	6	Each		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: [insert company seal]

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/DBN-38/2025**

(Bidders to complete column C and D)

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Scope of training		
2	Basic First Aid Training		
3	Basic Fire Fighting Training (Industrial)		
4	Health, Safety & Environment (HSE) Representative Training		
5	Duration		
6	Deliverable		
7	Trainer Qualifications		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity <https://www.dbn.com.na/procurement> or <https://eprocurement.gov.na/documents> except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: _____ _____ _____
Definitions GCC 1.1(o)	The Service Provider is: _____ _____ _____
Notices GCC 1.4	Any notice shall be sent to the following addresses: Titus Ndove Chief Executive Officer Development Bank of Namibia procurement@dbn.com.na For the [Service Provider], the address and contact name shall be [to be inserted at contract signing]: _____ _____

<p>Authorised Representatives GCC 1.6</p>	<p>The Authorised Representatives are: For the Public Entity: Titus Ndove Chief Executive Officer Development Bank of Namibia procurement@dbn.com.na</p> <p>For the Service Provider [to be inserted at contract signing]:</p> <hr/> <hr/> <hr/> <hr/>
<p>Effectiveness of Contract GCC 2.1</p>	<p>The date on which this Contract shall come into effect is to be negotiated from date of award.</p>

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is to be negotiated from date of award.
Intended Completion Date GCC 2.3	The intended completion date is two (2) workdays per training.
Prohibition GCC 3.2.3(e)	List of Activities: confidential information.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are confidential information.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <hr/>
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 1% per week. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Lack of Performance Penalty GCC 3.10.3	Not applicable.
Performance Security GCC 3.11	(i) No Performance Security is required.

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are: not applicable.
Contract Price GCC 6.2(a)	The amount in local currency is total bid price .
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 30 days in the case of the final payment. The interest rate is not applicable.
Price Adjustment GCC 6.6.1	Price adjustment : not applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: conformity to scope of service. The defect liability period is: Twenty-four (24) hours.
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	Not applicable.
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour	
• Clerical Wages	
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs} \times 100}{\text{Total Cost}}$$

NB! The cost structure should be certified by a Certified Accountant

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: NCS/RFQ/DBN-48/2026

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Submit a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document ; The company registration document must also clearly indicate ownership;	
Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid Good Standing Tax Certificate , as certified by the Commissioner of Oath. Certificate should be valid as at the deadline of bid submission.	
Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good Standing Social Security Certificate , as certified by the Commissioner of Oath. Certificate should be valid as at the deadline of bid submission.	
Submit a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of Affirmative Action Compliance Certificate , 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 or a valid certified copy of the original	
Participation is limited to Namibian citizens.	
Submit signed Bid-securing Declaration.	
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General Contract if it is awarded the contract or part thereof; and;	
Should submit a Witten Undertaking in terms of Wage Order for Setting National Minimum Wage for Employees, Labour Act, 2007.	
Should submit a company profile.	
Facilitator must have a minimum of 3 years industry experience in offering Occupational Health, Safety and Environmental Training in corporate set up, to be substantiated with at least two	

(2) Purchase Orders and/or contracts.	
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Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.