



# 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](mailto:info@dbn.com.na) • [www.dbn.com.na](http://www.dbn.com.na)

## OFFICE OF THE CHIEF EXECUTIVE OFFICER

### NOTICE FOR SELECTION OF AWARD

(Section 55(4) of Act)  
(Regulation 38(1))

#### PART A

### NOTICE TO BIDDER SELECTED FOR AWARD

**Procurement Description:** Provision of Refresher Training for Office Cleaning – Housekeeping Team

**Procurement Reference No:** NCS/RFQ/DBN-38/2025

**Name of successful bidder:** Excellent Training Solutions CC

P.O. Box 6012  
Aussenpanplatz  
Windhoek  
Namibia

**Bid amount:** N\$ 16,000.00

- (a) Kindly note that in terms of section 55 of the Public Procurement Act, 2015 (Act No. 15 of 2015) (Act) as amended, read together with Regulation 38(1) of the Public Procurement Regulations, you have been selected for the award of the procurement referred herein.
- (b) You are informed that in the absence of any application(s) for the reconsideration in terms of section 55(4A) of the Act as amended, by any unsuccessful bidder(s), within 7 days standstill period from the date of this notice, the accounting officer of the Development Bank of Namibia will award the contract to you in terms of section 55(5) of the Act.
- (c) The 7 days stand still period referred to in paragraph (b) is effective from **11 March 2026 until 19 March 2026 at 17h00 pm** (Namibian time).
- (d) Application(s) are for reconsideration referred to in paragraph (b) should be forwarded to [procurement@dbn.com.na](mailto:procurement@dbn.com.na), subject matter: Application for reconsideration - **NCS/RFQ/DBN-38/2025**

Development Bank of Namibia Limited (Registration No: 2003/189)

Board of Directors: Evangelina Nailenge (Chairperson), Willy Mertens (Deputy Chairperson), Titus Ndove (CEO), Marsorry Iekua, Gerson II Kamatuka, Patience Kanalolo, Desiree Mashesho, Bonifasia Sitcketa



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**PART B  
NOTICE TO BIDDER NOT SELECTED FOR AWARD**

To:

<b>Bidder</b>	<b>Address</b>
Domingo Cleaning Services CC	P.O. Box 2626, Windhoek, Namibia
OSK Investment	P.O. Box 3680, Ongwediva, Namibia
African Hospitality and Tourism (Pty) Ltd	P.O. Box 41251, Ausspannplatz, Windhoek, Namibia
CJ Technical and Scientific Services	P.O. Box 50007, Bachbrecht, Windhoek, Namibia
Adaptic Investment CC	P.O. Box 22804, Windhoek, Namibia
TA/Nusen Trading CC	P.O. Box 26611, Windhoek, Namibia
Performance Development Centre	P.O. Box 32498, Windhoek, Namibia
TQ Cleaning Management Institute	P.O. Box 96017, Windhoek, Namibia

- (a) Kindly note that a bidder whose particulars are specified in PART A has been selected for the award.
- (b) The price offered by the bidder referred to in paragraph (a) is an amount of N\$ 16,000.00 VAT exclusive.
- (c) The criteria used to select for the award of the bidder referred to in PART A are set out in the bid document reference number **NCS/RFQ/DBN-38/2025**.
- (d) Kindly note that if you are not satisfied with the selection for the award made by the public entity, you may make an application for the reconsideration of the selection made within 7 days of this notice, and in the absence of an application for reconsideration, the accounting officer of the public entity will award the contract to the person selected for the award.

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- (e) The period of 7 days referred to in paragraph (b) starts on **11 March 2026 until 19 March 2026 at 17h00 pm** (Namibian time)).

Yours sincerely,

**TITUS NDOVE**  
**ACCOUNTING OFFICER**

6/3/2026  
**DATE**

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# **Procurement Management Unit**

EXECUTIVE SUMMARY OF PROCUREMENT COMMITTEE  
REPORT

for

Provision of Refresher Training For Office Cleaning  
Housekeeping Team

Procurement Reference Number:  
NCS/RFQ/DBN-38/2026

**Development Bank of Namibia  
Head Office  
Daniel Munamava Street  
Private Bag 235  
Windhoek, Namibia**

| Tel: +264 61 290 8000  
| Website: [www.dbn.com.na](http://www.dbn.com.na)

| Fax: +264 61 290 8049

## Executive Summary of Bid Evaluation Report

**Project: Provision of Refresher Training for Office Cleaning – Housekeeping Team**

**Reference number: NCS/RFQ/DBN-38/2026**

1. Procurement method used: Request for Sealed Quotation
2. Date of Invitation to Bids: 15 December 2025
3. Date of Closing of Bids: 28 January 2026
4. Number of bids received by closing date: 09

<b>Bidder's Name</b>	<b>Pricing at Bid Opening N\$</b>	<b>Responsive or not responsive (Yes/ No)</b>	<b>Reasons why bidder is successful/ Not Successful</b>
CJ Technical and Scientific Services	37,600.00	Yes, Bidder was responsive	Bidder conformed with all the administrative requirements requested and stated within the bidding document
Adaptic Investment CC	69,000.00	Yes, Bidder was responsive	Bidder conformed with all the administrative requirements requested and stated within the bidding document
TA/Nusen Trading CC	40,251.15	Yes, Bidder was responsive	Bidder conformed with all the administrative requirements requested and stated within the bidding document
Domingo Cleaning Services CC	7,600.00	No, Bidder was not responsive	The bidder failed to submit a company profile stating the services they do
Excellent Training Solutions CC	16,000.00	Yes, Bidder was responsive	Bidder conformed with all the administrative requirements requested and stated within the bidding document
OSK Investments	27,485.00	No, Bidder was not responsive	The bidder failed to submit a valid good standing with social security stating the correct nature of the

			business that relates to cleaning or cleaning services training, the nature of business is stated as investment instead of cleaning or training
Performance Development Centre	34,960.00	Yes, Bidder was responsive	Bidder conformed with all the administrative requirements requested and stated within the bidding document
African Hospitality and Tourism (Pty) Ltd	157,212.00	No, Bidder was not responsive	The bidder failed to submit a valid good standing certificate with social security stating the correct nature of business that relates to cleaning or cleaning services training, the nature of business is stated as Hotel/Bar Restaurant/Catering
TQ Cleaning Management Institute	33,580.00	Yes, Bidder was responsive	Bidder conformed with all the administrative requirements requested and stated within the bidding document

Kindly note that the below requirement:

- Facilitator must have a minimum of five (5) years industry experience for the provision of cleaning training services in corporate set up, to be substantiated with at least two (2) Purchase Orders and/or cleaning services contracts.

Was waived for all the bidders in accordance with section 52 (8) of the Public Procurement Act 15 of 2015 which states: "Where there is a minor deviation in any bid that does not warrant rejection of the bid at an earlier stage, such minor variation is quantified in monetary terms as far as possible."

**5. Price comparison for bids that are substantially responsive:**

<b>Names</b>	<b>Price at Bid opening (N\$)</b>	<b>Bid price after correction (N\$)</b>	<b>Price after adjustments (N\$)</b>	<b>Price after Margin of preference (If applicable)</b>	<b>E. Rank</b>
CJ Technical and Scientific Services	37,600.00	N/A	N/A	N/A	5
Adaptic Investment CC	60,000.00	N/A	N/A	55,200.00	6
TA/Nusen Trading CC	35,001.00	N/A	N/A	N/A	4
Excellent Training Solutions CC	16,000.00	N/A	N/A	N/A	1
Performance Development Centre	30,400.00	N/A	N/A	29,184.00	2
TQ Cleaning Management Institute	33,580.00	N/A	N/A	32,572.60	3

**6. Best Evaluated Bid:**

After the bidders that made it to the price comparison phase and financial comparison were made, the lowest evaluated bid price was for Excellent Training Solutions CC.

**7. Recommendation On Submission:**

Dear Accounting Officer

The PC, having considered the facts presented for the Provision of Refresher Training for Office Cleaning - Housekeeping Team, recommends **the award of the procurement to Excellent Training Solutions CC for a total amount of N\$ 16,000.00 tax exclusive under section 55 (1) of the Public Procurement Act 15 of 2015.**

Kind regards,

  
Ms. Julia Kapatu  
Procurement Committee Chairperson

Date: 06 March 2026

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Ends