



**Development  
Bank of Namibia**

Expect more.

## **PREQUALIFICATION BIDDING DOCUMENTS**

**Issued on: 10 April 2026**

**For**

### **PROCUREMENT OF GOODS, WORKS AND SERVICES FOR A PERIOD OF TWELVE (12) MONTHS**

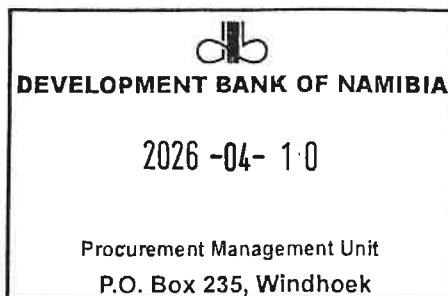
| <b>Lot No:</b> | <b>Description</b>   | <b>Selection<br/>(limited to 3 lots<br/>per bidder)</b> |
|----------------|--|---|
| Lot 1          | Restaurant Services (Windhoek, Walvis Bay, Rundu & Ongwediva)                  |   |
| Lot 2          | Make – Up Services (Windhoek, Walvis Bay, Rundu & Ongwediva)                   |   |
| Lot 3          | Videography & Photography Services (Windhoek, Walvis Bay, Rundu & Ongwediva)   |   |
| Lot 4          | Conference Venue Services (Windhoek, Walvis Bay, Rundu & Ongwediva)            |   |
| Lot 5          | Event Management & Catering Services (Windhoek, Walvis Bay, Rundu & Ongwediva) |   |
| Lot 6          | ITC Services   |   |
| Lot 7          | Team Building Services (Windhoek, Walvis Bay, Rundu & Ongwediva)               |   |
| Lot 8          | Florist & Gifts Services (Windhoek, Walvis Bay, Rundu & Ongwediva)             |   |
| Lot 9          | Promotional Materials & Corporate Gifts  |   |
| Lot 10         | Printing Services  |   |
| Lot 11         | Renovation and Maintenance Services (Windhoek, Walvis Bay, Rundu & Ongwediva)  |   |
| Lot 12         | Supply and delivery of purified water (Walvis Bay, Rundu & Ongwediva)          |   |
| Lot 13         | Stage, Sound, Lighting & Live Streaming  |   |

**Procurement Reference No: Prequalification/ONB/DBN – 1/2026**

**Project: DBN 2026/2027 Financial Year Prequalification**

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

Initials \_\_\_\_\_



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

# 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
- **Submission is NOT AT DBN HEAD OFFICE, but at:**

**Development Bank of Namibia Operations Office**  
**Mezzanine Floor**  
**Freedom Plaza 1990 Building**  
**Rev Micheal Scott, Street**  
**Windhoek**

**Late submissions will be rejected.**

# **Invitation for Prequalification**

## **DBN 2026/2027 Financial Year Prequalification**

This invitation for prequalification follows the approval of the Development Bank of Namibia (DBN) Annual Procurement Plan for the 2026/2027 Financial Year.

The Development Bank of Namibia has an annual budget towards the procurement of goods, works and services, and intends to prequalify suppliers/contractors and service providers. It is expected that invitations for bids will be made during the 2026/2027 Financial Year.

**Prequalification participation is limited to Namibian citizens in accordance with Section 29(1)(a) & (b)(i) of the Public Procurement Act, 15 of 2015 as amended and an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia in which Namibian citizens own 51 percent equity.**

Interested eligible bidders may obtain further information from [procurement@dbn.com.na](mailto:procurement@dbn.com.na), request for clarifications should be received seven (7) workdays prior to the deadline set for submission of bids.

A complete set of the prequalification documents in English must be submitted in sealed envelopes, delivered to the address below by **Thursday, 30 April 2026 at 11:00am** and be clearly marked "Application to Prequalify for DBN 2026/2027 Financial Year Prequalification.

Submission should be deposited in the **Bid Box** located at:

**Development Bank of Namibia Operations Office  
Mezzanine Floor  
Freedom Plaza 1990 Building  
Rev Micheal Scott, Street  
Windhoek**

**Late submissions will be rejected.**

Yours faithfully,

  
Rebecca Haipinge

**Head: Procurement Management Unit**

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

**Date:** .....  
*[Day|month|year]*

**Procurement Ref No.:** .....

**To:** .....  
*[insert complete name of Public Entity and address]*

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.*



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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.*



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**COMPANY SHAREHOLDING INFORMATION FORM**

**PROCUREMENT REFERENCE NUMBER:**

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

| Name of Shareholder | Namibian<br>(Yes/ No) | Previously<br>Disadvantage<br>d Namibian<br>(Yes/ No) | Non-Namibian<br>Citizen<br>(Yes/ No) If not<br>Namibian, State<br>Nationality | Full time<br>employed<br>by<br>the bidder<br>(Yes/No) | Percentage<br>shares<br>owned by<br>woman and<br>youth | Percentage<br>shares |
|---------------------|-----------------------|---|---|---|--|----------------------|
|                     |                       |   |   |   |  |                      |
|                     |                       |   |   |   |  |                      |
|                     |                       |   |   |   |  |                      |
|                     |                       |   |   |   |  |                      |
|                     |                       |   |   |   |  |                      |
|                     |                       |   |   |   |  |                      |
|                     |                       |   |   |   |  | Total<br>= 100%      |

## **General Terms and Conditions Applicable**

### **1. Purchaser**

The Public Entity inviting the prequalification is the Purchaser for the purpose of entering into contract with the successful bidder.

### **2. Language of the application**

The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in English. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation in English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **3. Amendments of prequalification document**

At any time prior to the deadline for submission, the purchaser may amend the Prequalification Document by issuing an Addendum.

### **4. Late submissions**

The Purchaser shall reject all bids received after the deadline for submission.

### **5. Prequalification of bidders**

All bidders who's submission substantially meet or exceed the specified qualification requirements will be prequalified by the Purchaser.

### **6. Notification of prequalification**

The Purchaser shall notify all bidders in writing of the names of those bidders who have been prequalified. In addition, those bidders who have been disqualified will be informed separately.

### **7. Rights of the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluation.
- (b) The Purchaser shall not be bound to accept the submission.

### **8. Eligibility Criteria**

**To be eligible to participate in this exercise, the bidder must:**

- (a) must 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 a **full valid Founding Statement including any Amendment, and with a Certificate of Incorporation, clearly indicating ownership and shares.**

- (b) must 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 must be valid at date of submission.**
- (c) must 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 must be valid at date of submission.**
- (d) must 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 document, as certified by the Commissioner of Oath; **Certificate must be valid at date of submission.**
- (e) must submit a valid BIPA Certificate of Good Standing (Confirmation of Registration Certificate. This certificate validates the existence of the entity as well as that the entity is in good standing with BIPA in as far as it relates to the payment of annual duties.) **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)).
- (f) must submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.
- (g) must submit a signed Bid Securing Declaration, hereto attached.
- (h) must submit a Written Undertaking in terms of Wage Order for Setting National Minimum Wage for Employees, Labour Act, 2007, hereto attached.
- (i) must submit the Company Shareholding Information, hereto attached.

- (j) must submit the full bid document as issued, each page of the bid document must be initialled and signed (where applicable) by such person(s) legally authorized to sign on behalf of the company.
- (k) must submit at five (5) reference letters or Purchase Orders per category of similar goods, works and/or services rendered in the past five years. 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)). Additional reference letters per category is an added advantage.
- (l) must submit a company profile indicative of contact information (physical address, phone numbers, email, website and/or social media (if any), the goods, works and/or services rendered (examples of past work or projects), location (head office and branches if any), description of what the company offers, areas of specialization, clients / portfolio (list of clients).
- (m) **Lot 6:** ITC Services must submit resellers authorization certifications (licenses and hardware).
- (n) 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, 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=99>
- 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>

(o) **The Development Bank of Namibia reserves the right to:**

- increase and/or decrease the required quantities at the same unit price/cost;
- conduct supplier due diligence prior to final award or at any time during the contract period;
- not to permit a bidder / supplier to r a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified.
- not award to a bidder in default on DBN Loan repayment, on ground of direct conflict of interest.

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

| <b>Mandatory Requirements</b>  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 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?<br><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.   |            |           |

| <b>Mandatory Requirements</b>  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 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: Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout at all stages of the evaluation process.**

**2. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for the prequalification process. The bidder shall furnish, as part of its submission, a Bid Securing Declaration as per the format contained in this document.

**3. The Contract**

The letter of Acceptance shall constitute the contract between the Public Entity and the Supplier.

**4. Purchase order**

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.

**5. 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) for the Procurement of Goods, Works and Services available on <https://eprocurement.gov.na/documents> or <https://www.dbn.com.na/procurement> except were modified by the Special Conditions below.

