

Invitation for Bids (IFB)

(for national bidding, to be customized as appropriate)

Republic of Namibia

Provision of Insurance Brokerage Services for the Development Bank of Namibia for a Period of 36 months – (Time-Based Contract)

NCS/ONB/DBN-04/2026

1. Bids are invited through **Open National Bidding (ONB)** procedures for the **Provision of Insurance Brokerage Services for the Development Bank of Namibia for a Period of 36 months – (Time-Based Contract)** and the invitation is open to all Namibian bidders in accordance with section 29 (1)(b)(i), an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia.
2. Interested eligible bidders may obtain further information from the Development bank of Namibia at the following email address, procurement@dbn.com.na and inspect the Bidding Documents at the address given below from 09h00 to 16h00.
3. Qualifications requirements include: as indicated in the requirement specifications, evaluation criteria and bidding data sheet. A margin of preference for certain goods manufactured domestically shall not be applied. Additional details are provided in the Bidding Documents.
4. A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below email address: procurement@dbn.com.na and upon payment of a **non-refundable fee N\$ 300.00**. The method of payment will be **Electronic Funds Transfer (EFT)**, bidder should request company banking details. The Bidding Documents will be sent by email or physical collection at the below stated address.
5. Bids must be delivered to the below stated address at or before **Tuesday, 4 August 2026 @ 12h00**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend on-line via MS Teams stated in the BDS, the link to the Bid opening session will be sent to the email address indicated in the bid submission register, the afternoon of the deadline for submission of bids at 14h00. All bids must be accompanied by a Bid Securing Declaration.
6. The address(es) referred to above is(are):

**Development Bank of Namibia Operations Support Office, Freedom Plaza 1990 building,
Mezzanine floor, Rev Michael Scott Street, Windhoek**
