

Request for Sealed Quotations for Goods

Supply, Delivery and Installation of Additional Blockout
Roller Blinds for the Development Bank of Namibia Walvis
Bay Branch

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

APPLIED MARGIN OF PREFERENCE

Manufacturer (local content of 40% or more)		51% Women Owned Enterprise	
MSME		51% Youth Owned Enterprise	
Suppliers Providing Environment Protection		51% PDP Owned Enterprise	
Suppliers providing employment to Namibians (employs 50% or more Namibian citizens)			

Procurement Reference No: G/RFQ/DBN-02/2026

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.



**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: **G/RFQ/DBN-02/2026**

Date: 25 June 2026

To: Prospective Bidders

**RE: Supply, Delivery and Installation of Additional Blockout Roller Blinds for the
Development Bank of Namibia Walvis Bay Branch**

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

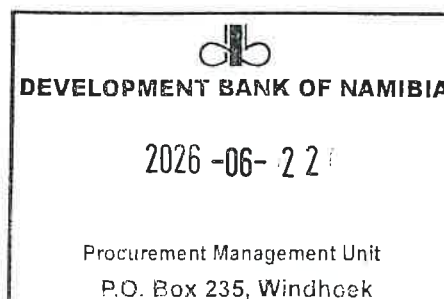
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to procurement@dbn.com.na. Request for clarifications should be received five (5) workdays prior to the deadline set for submission of bids

Please prepare and submit your document 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 split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 and twenty (120) workdays from the date of submission deadline.

4. Eligibility Criteria

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

- a) submit a copy of a **valid certificate of business registration**, substantiated by **BIPA Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

- d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (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)).
- e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).
- f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.
- g) Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).
- h) bidder must operate a company registered for the provision of home accessories installations/blinds (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).
- i) submit a signed **Bid Securing Declaration**.
- j) submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified**.
- k) must complete the Company Shareholding Information form.
- l) Must submit a site visit form (attached) for mandatory site inspection and measurements at Development Bank of Namibia, Walvis Bay Branch, located at corner of Sam Nujoma Avenue and 16th Road, Walvis Bay.**
- m) The bid is reserved for Namibian citizens.
- n) Submit a company profile highlighting the supply, delivery and installation of blackout roller blinds services.
- o) Submit a formal declaration on the company's official letterhead confirming the list of clients to whom similar services have been rendered for the supply, delivery and installation of blackout roller blinds or related services in a corporate setting within the past five (5) years. The declaration must have a minimum of three (3) clients including the names of the clients and serves as confirmation of the bidder's relevant experience and track record in supplying, delivering and installing blackout roller blinds or related services.
- p) Submit a complete bidding document as issued (incomplete bidding documents will not be considered.)
- q) Must initialize all pages of this standard bidding document, including all supporting documents.

- r) Bids from service providers appearing on the ineligibility lists of The Namibian Government, 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=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>

- s) **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 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)

Mandatory Requirements	Yes	No
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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 NIP.		

Note: *Bidders 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 Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 3-4 weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- Quantity
- Quality
- Conformity to specifications
- Inspection against damages.
- Inspection that the goods are new.

7. 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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the **Bid Box** located at **Development Bank of Namibia SME Centre, Mezzanine Floor, Freedom Plaza 1990 building, Rev Micheal Scott, Street, Windhoek** not later than 8 July 2026, @ 12h00 pm. Quotation by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

NB: Bidders who fail to submit on time due to unknown reasons or who submits at the wrong location not stated within the bidding document, their quotations will not be accepted.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above.

Online via Microsoft Teams, the link to the bid opening session will be shared to the email addresses indicated in the bid submission register, on the deadline for submission of bids.

Bid opening will take place at:

Time: 14:00 pm Namibian Time

Date: 8 June 2026

A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity, the Electronic Government Portal, and available to any bidder on request within three (3) working days of the Opening.

10. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

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

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 PDPs 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 Namibiancitizens
TOTAL	10%	

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related 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 Agreement and General Conditions of Contract.

15. Performance Security

Not Applicable

16. Notification of Award and Debriefing

The Public Entity shall after award of contract 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 on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

[A signature and authorization on this form will confirm that the terms and conditions of the DP prevail over any attachments.] **If your RFQ letter is not authorized, it will be rejected.**

Quotation Addressed to:	Development Bank of Namibia
Procurement Reference Number:	G/RFQ/DBN-02/2026
Subject matter of Procurement:	Supply, Delivery and Installation of Additional Blockout Roller Blinds for the Development Bank of Namibia Walvis Bay Branch

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 quotations exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

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

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the instructions contained therein. We further understand that this subscription could lead.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide by the applicable labour Act, if we are awarded the contract or part thereof.

The validity period of our quotation is **one hundred and twenty (120) workdays** 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 the date of issue of Purchase Order/ Letter of Acceptance.

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

Quotation Authorised By:

Name of Bidder		Company's Address and Stamp	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Quotation Letter

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

Project Name: Supply, Delivery and Installation of Additional Blockout Roller Blinds for the Development Bank of Namibia Walvis Bay Branch

Procurement Reference Number: G/RFQ/DBN-02/2026

Anticipated Contract Duration:

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:

Stamp:.....

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**

Expect more.

NATIONAL MINIMUM WAGE FOR EMPLOYEES

**Written 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;

(b) 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.*



**Development
Bank of Namibia**

Expect more.

Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

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

hereby undertake in writing that my company will at all relevant times promote the object of the **Public Procurement Act, 2015 (Act No. 15 of 2015), Section 2(b)(i) to promote the job creation for Namibian citizens.**

Will the procurement award create employment to Namibians?			Yes/No
Estimated number of permanent jobs to be created?		Estimated number of temporary jobs to be created?	

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:

4. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
5. *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.*



COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/RFQ/DBN-02/2026

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 (Yes/ No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%



**Development
Bank of Namibia**

Expect more.

PROCUREMENT SITE VISIT FORM

Procurement of

PROCUREMENT TITLE:

**Supply, Delivery and Installation of Additional Blockout
Roller Blinds for the Development Bank of Namibia Walvis
Bay Branch**

Procurement Reference Number: G/RFQ/DBN-02/2026

Company name:	
Name of Company Representative:	
Company details (Postal address, best contact number and email address):	
Company details (physical location – number, street name, suburb and town):	
Signature of company representative and company stamp:	A site visit and review of work to be done prior to submitting the bid document has been done.
Name, capacity and signature of DBN Representative at the facility:	
DBN stamp	

NOTE: Mandatory site visit .

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply, Delivery and Installation of Additional Blockout Roller Blinds for the Development Bank of Namibia
Walvis Bay Branch

Procurement Ref No. G/RFQ/DBN-02/2026

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.					E= mark with a * if an equivalent is quoted F= Rate per unit G= Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Count ry of Origin
1.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1990x 1740)	1	Each						
2.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1410x 1740)	1	Each						
3.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1405x 1740)	1	Each						
4.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (760x 1740)	1	Each						
5.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (935x 1740)	1	Each						
6.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (2365x 1740)	1	Each						
7.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1320x 1745)	1	Each						

8.	Roller Blind Blackout, colour (Cloud), fixed reveal mount (2260x 1745)	1	Each																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

1. Introduction

The Development Bank of Namibia (DBN) requires the procurement, supply, delivery, and professional installation of blackout roller blinds for its Walvis Bay office. The objective is to improve light control, employee comfort, and overall office aesthetic within the facility.

The installation will complement the existing screen blinds, which currently provide privacy but allow excessive sunlight and glare, resulting in uncomfortable and distracting lighting conditions, especially on computer screens and workstations during peak daylight hours.

2. Objective

The purpose of this procurement is to:

- Provide effective control of excessive sunlight and glare.
- Enhance employee comfort and productivity.
- Maintain flexibility between natural lighting and full light reduction.
- Improve aesthetic consistency within the office environment.

3. Scope of Work

The service provider shall be responsible for the following:

- Supply, delivery, and installation of blackout roller blinds.
- Conducting site inspections and confirming measurements prior to manufacturing.
- Provision of all mounting accessories, brackets, fittings, and installation materials.
- Professional installation and alignment of all blinds.
- Transportation and delivery to DBN Walvis Bay office.
- Post-installation inspection and correction of defects where necessary.

4. Technical Specifications

4.1 General Requirements

- Blinds must be suitable for commercial office use.
- Blinds shall be installed in addition to existing screen blinds.
- The system shall allow dual functionality:
- Existing blinds for privacy.
- Blockout blinds for full light reduction.

4.2 Materials and Components

- All blinds, fittings, and accessories must:
- Comply with manufacturer standards.
- Meet industry best practices for commercial installations.
- Products must be:

- Durable.
- Professionally finished.
- Suitable for long-term commercial usage.

4.3 Accessories and Installation Materials

- All required mounting accessories, brackets, fittings, and installation materials must be provided.
- Components must ensure:
 - Stability.
 - Proper alignment.
 - Functional efficiency.

4.4 Packaging and Transport

- All blinds and accessories must be:
 - Securely packaged.
 - Protected against damage, bending, scratches, or contamination during transport and delivery.

5. Installation Requirements

Installation must be carried out professionally and strictly in accordance with:

- Manufacturer specifications.
- Installation recommendations.
- Installation must ensure:
 - Proper measurements and fit.
 - Accurate alignment.
 - Secure mounting.
 - Aesthetic consistency across all installed blinds.
 - Workmanship must be neat and professionally executed.

6. Quality Assurance and Performance Requirements

The service provider shall ensure that all supplied and installed blinds meet the following performance criteria:

- Effective reduction of excessive sunlight and glare.
- Smooth operation of blinds.
- Proper alignment and consistent appearance.
- Stable and secure mounting.
- Compliance with all specified installation requirements.

7. Inspection, Testing and Acceptance

The installation shall be subject to the following tests and conformities:

- Verification of measurements.
- Mounting stability.
- Operational functionality.

- Smooth blind operation.
- Alignment.
- Finishing quality.
- Installation compliance with specifications.

Any defects identified during inspection must be corrected by the service provider.

8. Warranty and Defects Liability

The service provider shall provide:

- Manufacturer's warranty covering material defects.
- Warranty for installation workmanship.
- The service provider shall:
- Rectify any installation defects or operational faults identified during the warranty period.

9. Manufacturer Authorization

The service provider must submit:

- A manufacturer authorization letter, or
- Proof of authorized dealership/distribution for the products supplied.

10. Compliance Requirements

All works shall adhere strictly to:

- Manufacturer standards.
- Industry best practices for commercial office installations.
- All installation activities must be completed in accordance with:
- Approved specifications.
- Installation guidelines.

11. Deliverables

The service provider shall deliver:

- Fully supplied and installed blackout roller blinds.
- Professionally completed installation works.
- Post-installation inspection and defect correction.
- Warranty documentation.
- Manufacturer authorization documentation.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1990x 1740)		
2	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1410x 1740)		
3	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1405x 1740)		
4	Roller Blind Blackout, colour (Cloud), fixed reveal mount (760x 1740)		
5	Roller Blind Blackout, colour (Cloud), fixed reveal mount (935x 1740)		
6	Roller Blind Blackout, colour (Cloud), fixed reveal mount (2365x 1740)		
7	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1320x 1745)		
8	Roller Blind Blackout, colour (Cloud), fixed reveal mount (2260x 1745)		
9	Roller Blind Blackout, colour		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	(Cloud), fixed reveal mount (1245x 1740)		
10	Roller Blind Blackout, colour (Cloud), fixed reveal mount (2595x 1740)		
11	Roller Blind Blackout, colour (Cloud), fixed reveal mount (795x 1740)		
12	Roller Blind Blackout, colour (Cloud), fixed reveal mount (860x 1740)		
13	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1905x 1740)		
14	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1270x 1740)		
15	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1275x 1740)		
16	Roller Blind Blackout, colour (Cloud), fixed reveal mount (960x 1740)		
17	Roller Blind Blackout, colour (Cloud), fixed reveal mount (635x 1740)		
18	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1530x 1740)		
19	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1535x 1740)		
20	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1310x 1740)		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
21	Roller Blind Blackout, colour (Cloud), fixed reveal mount (1060x 2700)		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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 - Ref. **G/RFQ-GCC** on the website of the Public Entity <https://eprocurement.gov.na/documents> or <https://www.dbn.com.na/procurement> except were modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Development Bank of Namibia
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Development Bank of Namibia, Walvis Bay Branch, located at corner of Sam Nujoma Avenue and 16th Road, Walvis Bay.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Development Bank of Namibia, the address and the contact name shall be: Titus Ndove Chief Executive Officer (Accounting Officer) Development Bank of Namibia <u>Email: procurement@dbn.com.na</u> For the Supplier, the address and contact name shall be: _____ _____ _____ _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Law Society of Namibia.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 3-4 weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) job card / signed delivery note (b) invoice;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. Not applicable.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: in accordance with industry standards.
Insurance GCC 24.1	Delivery Duty Paid (DDP)
Transportation GCC 25	The Goods shall be delivered: in accordance with the DDP incoterm
Inspection and Test GCC 26.1	The inspection and tests shall be: • Quantity • Quality • Conformity to specifications • Inspection against damages • Inspection if the goods are new.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Development Bank of Namibia, Walvis Bay Branch, located at corner of Sam Nujoma Avenue and 16th Road, Walvis Bay.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: twelve (12) months day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Development Bank of Namibia, Walvis Bay Branch, located at corner of Sam Nujoma Avenue and 16th Road, Walvis Bay.
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: fourteen (14) day(s)

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
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		

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

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
submit a copy of a valid certificate of business registration , substantiated by BIPA Certificate of Existence with status in Good Standing . (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or certified copy of a valid Good Standing Tax Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or a certified copy of a valid Good Standing Social Security Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit a certified copy of a valid Affirmative Action Compliance Certificate /an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (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)).		
submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).		

submit a written undertaking in terms of the Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007 , and section 50(2)(d) of the Public Procurement Act, 2015.		
Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).		
bidder must operate a company registered for the provision of home accessories installations/blinds (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).		
submit a signed Bid Securing Declaration .		
submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); non-SMEs will not be disqualified .		
Must submit a site visit form (attached) for mandatory site inspection and measurements at Development Bank of Namibia, Walvis Bay Branch, located at corner of Sam Nujoma Avenue and 16th Road, Walvis Bay.		
must complete the Company Shareholding Information form.		
Submit a company profile highlighting the supply, delivery and installation of blackout roller blinds services		
Submit a formal declaration on the company's official letterhead confirming the list of clients to whom it has rendered the supply, delivery and installation of blackout roller blinds or related services in a corporate setting within the past five (5) years. The declaration must have a minimum of three (3) clients including the names of the clients and serves as confirmation of the bidder's relevant experience and track record in supplying, delivering and installing blackout roller blinds or related services.		
Submit a complete bidding document as issued (incomplete bidding documents will not be considered).		
Must initialize all pages of this standard bidding document, including all supporting documents.		

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.