Development Bank of Namibia
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PROCUREMENT MANAGEMENT UNIT

CLARIFICATIONS

Procurement Reference Number: CS/RFP/DBN-10/2026
Description: Provision of Comprehensive Energy, Water Audit & Renewable Energy Feasible Study for a Period of Six (6) Months (Time-Based) Contract

No.	Item	Comments/Response
1	**Clarification date: Friday, August 21, 2026, 09:55 AM** a) So, if we partner with a local entity, we are from South Africa, and we submit reference letters on our experience with our partner, will you consider both partners reference letters or does it just have to be Namibian reference letters. Can both parties' reference letters be taken into account?	**Feedback date: Friday, August 26, 2026** • Yes. Both partners are welcome to add their reference letters as long as they speak to the assignment.
2	**Clarification date: Friday, August 21, 2026, 09:56 AM** a) For any international firm forming a JV with a Namibian company, are registration and other Namibia specific compliance documents required from both JV partners or only from the Namibia partners?	**Feedback date: Friday, August 26, 2026** • The requirements outlined in the bidding document only apply to companies incorporated in Namibia. Therefore, if your JV partner is a Namibian-registered company, they should not submit the mandatory documents. For companies that are not incorporated in Namibia, this requirement does not apply

	b) As we are an international firm, we don't have BIPA certificate. So, in case of joint venture, if that BIPA certificate is required for both the partners.	• The requirement will apply to the Namibian partner in the JV. The committee will be able to establish that the other JV partner is not a local/Namibian company. Therefore, if your firm is not incorporated in Namibia, this requirement will not be applicable to your firm.
3	**Clarification date: Friday, August 21, 2026, 09:59 AM** a) Regarding the evaluation method. So, we understood that 70, 30% of the weight would be applicable provided your cost is below the limit. But there's a section in general terms on 4.8 which says that the highest ranked technical proposal within budget would win. So, I just wanted to make sure that I understood that evaluation criteria correctly. b) on the 400,000 Namibian dollar limit, is that including VAT? c) The loggers, temporary loggers that we need during the six months, are included in the pricing that we submit? d) Will the necessary schematics or as-built drawings be provided to help us determine where the permanent meters are currently installed and, consequently, quantify the number and location of loggers required? Alternatively, would a physical site visit be possible to assess the existing installations and determine whether additional temporary	**Feedback date: Friday, August 26, 2026** • Yes, ~~of course~~. For the technical proposal, the minimum passing score is 70%. Since the technical evaluation is out of 100, firms may score 70%, 80%, 90%, or higher. The firm with the highest technical score will rank highest in the technical evaluation. If the firm's financial proposal is also within the available budget, they will then be considered for the assignment. • Yes, unfortunately, that is the only budget available, so it's very inclusive, yes. • Yes, the cost of the temporary loggers required for the six-month period should be included in the submitted pricing. • Both options are available. However, in the interest of time and for the benefit of consultants who are not locally based, we intend to attach the available information to the clarification templates that will be issued. This will allow all consultants to access the information

	meters or loggers would need to be rented? This information would help us accurately estimate the required number of loggers and identify the locations where logging would be recommended. e) Since you are now registered with the Green Building Council of Namibia and the ultimate objective is to obtain certification, which is based on a specific scoring system, should the audit and its reporting take this certification framework into account? In other words, should the assessment identify the measures and requirements needed to achieve the targeted certification and incorporate these considerations into the final report?	without having to come to site. Alternatively, a site visit could be arranged for consultants to conduct their own inspection, but we believe the former option is more practical and viable. • This is an initial step for us, as we are still at a very early stage in pursuing Green Building Council of Namibia certification. Most certified buildings are those that were constructed from the outset with certification in mind, followed by an assessment and certification process. We have discussed this with the Green Building Council, and they advised us to start with an audit to establish our current position and understand where we stand. Therefore, at this stage, we do not think it would be appropriate to include the certification requirements as part of the audit scope.
4	**Clarification date: Friday, August 21, 2026, 10:06 AM** a) The TOR specifies three expert positions. Are bidders permitted to propose additional experts, or should the proposal be limited to the three expert positions specified in the TOR?	**Feedback date: Friday, August 26, 2026** • Additional experts would be very much welcome, provided that the proposal remains within the stipulated budget. In this case, the more expertise the better.
5	**Clarification date: Tuesday, August 25, 2026, 10:06 AM** a) I would like to seek further clarifications, page 1 (cover page) of the bid document states **Namibian**	**Feedback date: Thursday, September 03, 2026** • if the bidder meets any of the qualification criteria under section 71(3) of the Public Procurement Act

	Shareholding 3%, what exactly does this mean or in what context?	which reads. "Bidders are eligible to be granted a margin of preference as provided for in subsection (2)(b)(ii), if they meet the following criteria and the criteria referred to in subsection (3A) – (a) for a company or close corporation if – (i) it is incorporated or registered in Namibia; (ii) the majority of the members interest or paid-up share capital of the company is owned either by the Government or by Namibian citizens (ii) a major part of the net profits or other tangible benefits of the company accrues to Namibian citizens and no other arrangements by the company to the contrary;
	b) Is N$ 400 000 the bid threshold limit? Would like to verify/confirm this?	• N$400, 000.00 is the fixed budget that the bank has available for the required services.
	c) a copy of a valid certificate of business registration substantiated by BIPA Certificate of Existence with status in Good Standing, (b) a valid Good Standing Tax Certificate, (c)a valid Good Standing Social Security Certificate and (d) valid Affirmative Action Compliance Certificate/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (all valid at the deadline of submission of bids). It further states that in the case of Joint Ventures (JV), each JV partner must comply with the above. If one of the JV partners in not a Namibia entity or Namibian	• The requirement will apply to the Namibian partner in the JV. The committee will be able to establish that the other JV partner is not a local/Namibian company. Therefore, if your firm is not incorporated in Namibia, this requirement will not be applicable to your firm.

	registered entity, how will it comply with these requirements or is the bid only open to entities registered in Namibia?	
6	**Clarification date: Thursday, August 27, 2026, 05:52 AM** a) We would appreciate your clarification regarding the scope of the assignment titled "Provision of Comprehensive Energy, Water Audit & Renewable Energy Feasibility Study." Could you please confirm whether the Renewable Energy Feasibility Study remains included in the scope of this assignment, along with the Energy and Water Audit, or whether the current scope is limited to the Energy and Water Audit only?	**Feedback date: Monday, September 07, 2026** • The Renewable Energy Feasibility Study will be excluded from the scope of the bid. The bid will therefore be limited to the Comprehensive Energy and Water Audit. Accordingly, the bid title will be amended to "Provision of Comprehensive Energy and Water Audit" to accurately reflect the given scope.
7	**Clarification date: Thursday, August 27, 2026, 05:52 AM** a) We have not yet received the minutes or a recording of the clarification call. Could these please be provided? For clarity and for the record, we have restated below some of the points that were addressed verbally during the call. b) To properly assess the existing metering infrastructure and to determine the number and location of temporary meters required, a site visit together with access to as-built documentation would be of value. Could this be arranged?	**Feedback date: Monday, September 07, 2026** • The meeting Transcript will be attached to these clarifications. • Yes, this can be arranged. A site visit will be facilitated on Thursday, 10 September 2026, from 15:00 to 16:00 to enable the assessment of the existing metering infrastructure and determine the number and locations of temporary meters required. The relevant as-built documentation will also be made available for access and during the site visit.

	c) During the clarification call, reference was made to an intention to pursue a Green Building Council of Namibia (GBCNA) star rating. This was not referred to in the RFP itself. Could DBN please confirm whether the scope of this assignment is required to align with that objective? By way of example, it may be efficient to install permanent meters at this stage, as these would in any event be required to earn GBCNA points.	• The reference to pursuing a GBCNA star rating was provided as context regarding the Bank's broader green building ambitions and does not form part of the current assignment scope. The Comprehensive Energy and Water Audit is intended as an initial step towards this ambition, by establishing the Bank's current energy and water consumption and identifying opportunities for improvement. The audit findings and recommendations will therefore guide the Bank's future interventions, including any measures that may support eventual GBCNA certification.
	d) Could DBN please confirm whether at least 24 months of historical electricity and water billing/consumption data has already been consolidated and will be made available to the successful consultant at kick-off? e) Selection method: ✓ The Bidding Data Sheet specifies a Fixed Budget Selection method (Section 1.1); however, the evaluation criteria (Section 5.7) still reflect a technical/financial weighting of T = 0.7 and P = 0.3.	• The historical electricity and water consumption data has not been consolidated. The Bank will provide the available electricity and water utility bills to the successful Consultant, who will be responsible for compiling and analyzing the data as part of the audit.

	✓ Paragraph 4.8 of Section 2 states: "4.8 — In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations." Our understanding from the clarification call was that the method described above was confirmed as the applicable selection method. We would be grateful if DBN could formally confirm, in writing, that the method described in (b) will be applied, and not the weighting referred to in (a).	• For the technical proposal, the minimum passing score is 70% regardless of the. Since the technical evaluation is out of 100, firms may score 70%, 80%, 90%, or higher to pass. The firm with the highest technical score will rank highest in the technical evaluation. If the firm's financial proposal is also within the available budget, they will then be considered for the assignment. • The applied method of Selection is **Fixed-Budget Selection.** In this method, the Public Entity has a fixed budget which is disclosed in the Proposal Data Form. Candidates are requested to provide the best they can at the price. The technical proposals are evaluated and ranked according to the weighted criteria set out in the Proposal Data Form and the award is made to the candidate with the highest ranked technical proposal as all proposals are submitted at the same price.
	f) Could DBN please confirm whether the N$400,000 budget ceiling is inclusive of VAT?	• Yes, the N$400,000. Is inclusive of VAT.
	g) Could DBN please clarify whether this ceiling is intended to cover professional fees only, or whether it must also accommodate metering/data-logging equipment, instrumentation, thermal imaging, or other measurement equipment required to carry out the audit?	• The ceiling amount of N$400,000 is all-inclusive and covers all costs associated with the assignment, including travel and subsistence, software or licensing requirements, report production, printing/binding, and any other incidental costs necessary for the successful completion of the

		assignment. No additional reimbursable expenses will be applicable.
	h) Could DBN please further clarify whether the ceiling must also cover other cost categories not explicitly listed — for example travel and subsistence, software or licensing required for M&V analysis, or report production and binding — noting that Section 3.6 of the Bidding Data Sheet states that reimbursable expenses are "not applicable"?	• Yes. The N$400,000 ceiling is all-inclusive and must cover all costs associated with the assignment, including travel and subsistence, software or licensing requirements, report production and binding, as well as any other incidental costs necessary for the successful completion of the assignment. No additional reimbursable expenses will be applicable.
	i) The procurement reference number differs between documents: the RFP cover page cites "CS/RFP/DBN-10/2026", while the Letter of Invitation (Section 1) cites "SC/RFP/DBN-40/2026." Could DBN please confirm the correct reference number to be used on all submission documents?	• We apologies for the discrepancy. The correct reference number is CS/RFP/DBN-10/2026.
	j) The clarification email address also differs: the Letter of Invitation lists procurement@gmail.com.na for clarification requests, while the Bidding Data Sheet and Terms of Reference list procurement@dbn.com.na. Could DBN please confirm the correct address?	• The correct email is procurement@dbn.com.na.
	k) There appears to be an inconsistency regarding contract duration: Section 4 of the Terms of Reference states that the audit is expected to be completed within four (4) months of commencement, while Sections 10 and 13 (and the RFP cover page) state that the audit and feasibility	• The duration of the project is a period of six (6) months.

	study together are to be completed within six (6) months. Could DBN please clarify the intended programme — for example, whether the audit itself is to take 4 months, with the balance of time allocated to the renewable energy feasibility study, or whether bidders should plan on 6 months for the audit component in full? l) With respect to the required Technical Proposal format: Bidding Data Sheet 3.4 specifies that a Full Technical Proposal (FTP) is required, yet the evaluation scoring table at Section 5.2(a) is explicitly labelled for a Simplified Technical Proposal, and Section 5.2(b) (Full Technical Proposal scoring) is marked "not applicable." Could DBN please confirm which proposal format, and which scoring table, will actually be applied? m) We also note that the Financial Proposal Submission Form (FIN-1) references "your Request for Proposal dated 13 November 2025", which does not correspond to the actual RFP issue date of 11 August 2026. Could DBN please confirm whether this is leftover template text that bidders should disregard, or whether a different, earlier RFP date is in fact intended?	• The required proposal format is a Simplified Technical Proposal. The Evaluation will be conducted in accordance with the Simplified Technical Evaluation Criteria provided in the bidding document under section 5.2(a), together with any Additional requirements specified in the bidding document. • The Correct date is 11 August 2026, the 13 November 2026 is an inadvertent error. Bidders should therefore disregard the reference made to 13 November 2026.
8	**Clarification date: Monday, August 31, 2026, 13:52 PM** a) What is the time of submission?	**Feedback date: Tuesday, September 01, 2026** • The Due date for submission of bids is on, Wednesday, 23 September 2026 at 10h00am. Kindly refer to page 32 of the bidding document.
9	**Clarification date: Tuesday, 01 September, 2026, 09:01 AM**	**Feedback date: Tuesday, September 01, 2026**

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	b) We request a brief clarification regarding Procurement Ref No: CS/RFP/DBN-10/2026. There appears to be a discrepancy in the RFP: • **Section 3.6** states that *Reimbursable Expenses are not applicable*. • **Section 4 (Form FIN-5)** includes a table to itemize *Reimbursable Expenses*. Could you please confirm whether we should submit reimbursables using **Form FIN-5**, or absorb all operational costs directly into our **Staff Remuneration rates (Form FIN-4)**?	• Bidders are required to complete Form FIN-5. However, as the procurement is being conducted under the Fixed Cost Selection method, no separate reimbursable expenses will be considered or paid. All costs associated with the required services are therefore deemed to be included in the financial proposal within the budget.

Rebecca Haipinge
Head: Procurement Management Unit

Date

DEVELOPMENT BANK OF NAMIBIA
2026-09-07
Procurement Management Unit
P.O. Box 235, Windhoek

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Request for Proposal

Issued on: 11 August 2026
for
Selection of Consultant

Provision of Comprehensive Energy & Water Audit for a Period of Six (6) Months (Time-Based) Contract

Bidder's Name:		
Contact Details:	**Tel:**	
	Email:	

APPLIED MARGIN OF PREFERENCE CONSULTANCY SERVICE
NOTE: 50% or more of the employees for rendering the service must be Namibian citizens

Namibian Shareholding 3%	
Service rendered by Namibian team leader 4%	
Service rendered by Namibian employees 3%	

Procurement Reference No: **CS/RFP/DBN-10/2026**

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Pre-Bid Conference- Provision of Comprehensive Energy, Water Audit _ Renewable Energy Feasible Study-20260821_090537-Meeting Recording

August 21, 2026, 7:05AM

3h 45m 5s

Rebecca Haipinge started transcription

Rebecca Haipinge 0:03

to everyone online and welcome to the pre-conference meeting that was scheduled to take today, to take place today, which is the 21st of August, 2026. My name is Rebecca Ipinge, the Manager of Procurement.

Before we proceed with the session, I would just like everyone online to introduce themselves and for our potential consultants, the firm that they are representing. We can start in-house with the colleagues in-house that are online.

Ndeyapo Ekandjo 0:49

Thank you very much, Rebecca.

Let me maybe just put on my camera.

I believe I'm audible and seeable. My name is Ndeyapo Ekandjo. I'm a senior specialist in environmental and social sustainability here at the Development Bank within the Risk and Compliance Department from which this bid was originated from.

Thank you.

Rebecca Haipinge 1:27

Hey, Maria.

Maria Hatutale 1:31

Good morning, everyone. I'm Maria Hatutale, Procurement Administrator.

Rebecca Haipinge 1:48

Can we move on to our participants, the external participants?

Okay, our external participants, can we please introduce ourselves?

Oh, it looks like, uh...

IJ **Israt Jahan** 2:24

Hi.

Hi, am I audible? Hi, good morning. This is Isra Jahan. I'm actually a senior consultant of Ecommerce Consulting Limited Canada. So look forward to for this private meeting. Thank you.

RH **Rebecca Haipinge** 2:26

Yes, good morning.

Alright, alright, thank you.

I'm seeing at Travis, so it's just...

AI recording now, which is training.

NE **Ndeyapo Ekandjo** 3:00

Rebecca.

RH **Rebecca Haipinge** 3:02

Ohh.

NE **Ndeyapo Ekandjo** 3:03

In the interest of time, maybe that, can we then ask of what the prospective consultants to perhaps then use the chat box, their full name and the company they are representing?

RH **Rebecca Haipinge** 3:19

I think that will be recorded, but it was only just also ideal to grant them the same platform. So in the absence of any introduction from our external participants, welcome to today's

pre-conference meeting for the bid for the provision of a comprehensive energy water audit and renewable energy feasibility study for a period of six months, which was issued in the market on the 11th of August. So as a point of

departure, would just like to clarify that the title of the consultancy will be amended with the issuance of a clarification template to exclude renewable

energy feasibility study. So the aspect of renewable energy feasibility study is no longer a deliverable for this consultancy. So it's now just going to be for the

provision of comprehensive energy, water,
audit for a period of six months. So that is the first clarification that we are communicating here. And then, of course, on the cover,
We've got a column that speaks to applied margin of preference.
for consultancy services. So this ties in with the Namibian public Procurement requirement. That's indicated that those consultants that falls within this category would be
granted a price margin depending if they are qualifying for the categories indicated here. If the consultancy firm can prove that 50% or more of its employees are Namibian in terms of
the company shareholding, as well as in terms of services rendered by Namibian, if the firm can demonstrate that at least 50% of its employees are Namibian,
as well as, I mean, the team and as well as the employees. So this is only applicable to Namibian firms. So it's a margin of preference just to promote the participation. and advancement of Namibians. So it's a gazette passed by the Parliament of Namibia in that regard. And then the next one is just a caution for the bidders, the consultancies, to take note of some of the
common mistakes that would get your proposal non-responsive. So this actually just highlights some of the common errors, very simple errors, but common errors that get document non-responsive. That speaks to the
signing of the pages where it's applicable, making sure that every page of your submission has been initialed at the corner of the pages and your support documents, making sure where the stamp is required or if you have a seal that you stamp or put a seal.
We also please expect it is a requirement that the full bid document as issued is completed and written. Many a times, especially in consultancy, the consultant will just
complete forms that require to be completed and then leave out, for example, the pages pertaining to instruction to consultants and general conditions of contracts and stuff like that. So if the, if an
incomplete document is submitted, it constitutes non-responsiveness. When it comes to certification of the documents, of course, this speaks to certifying with the Commissioner of Oath and the Namibian Police is only applicable to those that are in Namibia.
So for companies, foreign companies, of course, any commissioner of oath within

your respective countries, that will still be acceptable. And then any requirement that speaks to
a submission, for example, of a good standing, it is required that you submit a good standing and not submit a proof of any application of the good standing. So where there is only a receipt attached of the firm having initiated the process of being in good standing,
That will not be acceptable.
And then of course, we've got a clarification due date indicated in the bid document. Again, this is regulated. Any clarification received after the due date for clarification is not entertained and will not be
attended to, irrespective of its magnitude. So again, this is something that is regulated. And for those that are bidding, especially outside Namibia, and equally so within in country,
Irrespective of the mode of submission that the firm is using, either by courier, by DHL and so forth, late submission, whether it is by the courier company, would not be accepted. So it is expected
that the submission is received at or before the deadline for submission of bids. It is the bids are safe even though if they are submitted earlier than the deadline. So we do not open bids
until the deadline of submission of bids, so they would be kept in a secure bid box if submitted earlier. So it's really encouraged to make sure that you submit on time. So any delay, be it a 5 minute delay after the deadline for submission of bid indicated, would be rejected. And then we've got in red highlight, DBN offices are...
accommodated in different buildings. So this is just a caution also where our beat box is located. It is not located at the DBN head office, but it is located at the Freedom Plaza building and we are at the M flow.
So most of the time again, we've got bidders that run late because they went to make a submission at the wrong place.
And then now we move into the.
structure of the bidding document, where we've got our invitation letter. Of course, there are no...
There are no selected bidders, so meaning this request for proposal is open to any potential bidder.
So the structure of the RFP is as indicated here. I'm just going to focus to the parts of the document that really requires attention and especially the section that speaks to

what is going to be used.
for evaluation of the bids. The bid is going to be, the selection method is going to be a fixed cost selection method, meaning we only have a limited budget for the consultancy.
Therefore, bids are expected to be within the indicated budgets.
Well, as indicated, the instruction to be to consultants, this is self-explanatory. It's for the onus is on the consultancy or the firm to acquaint themselves with the instruction to consultant. This is
passed on in the bidding document as issued in terms of the Namibian public Procurement authorized version.
So this is your instruction to consultants. And then we are going to move to the bidding data sheet after your instruction to consultant. So the importance of the bidding data sheet is that it supplements. So if you go
above under the instruction to consultant 1.1, it will refer you to the bidding data sheet. So in the bidding data sheet, we are now required to specify, for example, who the client is. And as indicated earlier, the method of selection is fixed budget selection.
and the amount is therefore availed here. So therefore, any proposal which is above this amount, it means it will not be economically viable for us to proceed with because we do not have the budget.
So it's again a caution that this is a fixed budget selection method and proposals are expected to be within the available budget. And again, as indicated, it is only going to be for the provision
of a comprehensive energy water audit for a period of six months. The feasibility study is no longer a deliverable or requirement in terms of this bid. And then bidding data sheet 1.3 speaks to today's
pre-proposal session that we are currently holding.
And then any clarifications should be addressed to the e-mail procurement at dbn.com dot NA.
Um...
If there is any information that the potential consultants require for the purposes of the bid, it is also, please also do indicate so during the pre-conference session so we can address it.
and also clarify what is available from our site.
Yes, we do foresee that there will be a continuation downstream work with the firm

that is going to be awarded for
for the under these terms of reference. And then it is required that your bid remains valid for 180 working days, meaning your prices that you are going to offer, your financial proposal should be valid for 180 days.
Again, this is in terms of the public Procurement regulation. It is regulated as such.
So the clarification then, some clarification, of course, will be accepted during this pre-conference session. But should you
Then have further clarification beyond this session. Please note that the due date to submit your clarification is going to be the 3rd of September. So as alluded to earlier, after the clarification due date, we do not entertain
nor do we attend to clarification. So, it's again a regulated aspect. I've mentioned the clarification e-mail to be procurement at dbn.com dot NA. Also, please make sure that when you submit your clarification, you indicate in the subject line because we use the
Same e-mail address for all the bids that are running, so that the bid can stand out and get the attention of the buyer responsible for it to attend to the clarification. So make sure that you put the subject in the subject line.
As indicated, the clarification for provision of comprehensive energy water audit, noting that we are going to amend that renewable energy is no longer going to be part of it. And then speaking to the deadline for submission of bid,
The bids will close on the 23 of September. So 23rd September 2026 at 11.30, which is Namibian time. Therefore, this is the time for opening of the bids.
So anything received after that is going to be rejected. Consultants may associate with other consultants for the purpose of these terms of reference.
The number of staff required for the execution of...
of this proposal is to be determined by the consultancy as they deem it fit. The bid securing declaration is a form within the bid document that should be completed. So it speaks to that the bidder after the deadline for submission of bid,
should not withdraw their bid, their proposal. If that is done, then DBN reserves the right to disqualify such bidder from further participation going forward. It is required that full technical proposal be submitted.
From the user department, they do foresee or require training on the from the terms of reference.
And then we have the applicable reimbursement for the consultancy should, it's not applicable because all costs should be included in your financial proposal.

And of course, your taxes, especially for the consultancies within Namibia, your financial proposal should include any taxes to be paid.
And then we've got the...
Mandatory requirements, again, this is regulated by law. All companies participating should be in good standing and be registered with the companies of registrar, which is BIPA. So where there is a joint venture,
Both joint venture companies, this is applicable to Namibian companies, should be making a submission of this mandatory company registration document of companies incorporated in Namibia. So that's your company registration, your good standing certificate on
on taxes from Nambahu, and then your social security good standing certificate, your affirmative action compliance certificate. So those company registration document for joint ventures
both companies should be submitting. And then at E, E is a form which is included in the bidding documents, among the bidding documents. So again, is a written undertaking that is in a form of a declaration that the successful bidder will abide by the
Labour Act of Namibia in terms of wages and so forth. There is also a written undertaking, which is a form that sets the minimum wage. Again, this is to be completed. It is a form of a declaration. The bid securing declaration, of course, is self-explanatory, is a form within the bidding document.
that is to be completed. The company shareholding information form, again, is a form within the bid document. And then the submission of a company profile, of course, this is your company profile that is to be submitted. And then for those that are in joint venture,
Of course, the joint venture agreement indicating who the authorized person for the JV would be. And then we also look at links that list companies that have been disqualified.
So if your company is disqualified under any of these entities by the Procurement Policy Unit, the African Development Bank, the Asian Development Bank, and so forth, and the World Bank, then your company is not eligible for participation.
And that would apply to any company that the firm wish to do a joint venture with to enter into a joint venture.
And then the column, the next column is again a mandatory requirement. This is just to assess whether there's any conflict of interest, either between the participating

firms or the staff members of DBN. So it's just to clear any
A conflict of interest and where conflict of interest is indicated, it will be managed as to the degree and the impact of the conflict of interest in the decision making towards the award. The proposal
submission, as indicated on the second page, is to be submitted at the Freedom Plaza building. And then we've got the firm experience. The firm experience, again, is self-explanatory listed here, but I would leave that to the user department when the user department, when the apple comes in,
to also just touch base with the requirement as to why certain requirements are needed there.
Therefore, if the firm does not attain 70 points of the technical evaluation section, then that firm again will be deemed non-responsive.
And then, of course.
There is no, the financial, sorry, the financial ranking and the technical proposal then would be put together in terms of 70 and 30 percent. Of course, taking into consideration that it should be, the financial proposal should be within the
Fixed budget amounts.
The date of contracting, it's to be determined, of course, after the process has been finalized and would be negotiated with the successful firm. And then the rest of the section is really
self-explanatory forms that are to be completed. But if there's any clarity needed, that is what the platform is all about. The next one that I want to focus on will be the general condition of the contract.
All these forms, most of these forms, we have referred to them as mandatory forms. So please do not remove the form. If it's not applicable, please complete not applicable within the form, but do not remove it from the
document. Again, the user department, the Apple will come and take us through the terms of reference to just again speak to what is really expected from the consultancy in terms of the deliverables. And then we've
Got a sample of the...
of the consultancy contract. So what is going to happen is that the bidder's proposal submission in the contract to be signed will both constitute documents to the contract. So it's important to equally
have an understanding of the general condition of the contract, which again are passed on to the market as issued and authorized by the Procurement Policy Unit

and regulated as such. So this is for your understanding that it will
Constitute as annex just to the contract.
And then we've got the special conditions of the contract. The special condition of the contract also complement the general condition of contract, as was the case with the instruction to consultant, is supplemented by the bidding data sheet.
And for the general condition of contract, they are supplemented by the special condition of contract, where the general condition of contract refers to the special condition of contract. It will indicate the SCC.
So it means that that provision has been supplemented as such. So you will, for example, find that 1.4 make reference to the language specified in the special condition of the contract or 1.6 make reference to specify the address of the client. and so forth. And again, whether JVs are expected.
I think this is also really just self-explanatory, and if there's any clarification required, we will then give a platform.
to the participants online.
to seek clarification in that regard. So let me then give the platform to Ndeyapo so that she first speaks to the terms of reference. And then from the terms of reference, we move to especially the technical
requirement, how they ties in with the terms of reference. So on therefore, I'm now going to give you this opportunity to speak, really to speak what is the deliverable required in this regard.

NE **Ndeyapo Ekandjo** 29:29
Alright, thank you very much, Rebecca.
May I?

RH **Rebecca Haipinge** 29:35
Yes, you are.

NE **Ndeyapo Ekandjo** 29:37
All right, thank you. Like I loaded before, my name is Ndeyapo Ekandjo. For those that joined after the introduction, I am a senior environmental and social sustainability specialist within the Risk and Compliance Department, and we are the requesting department for this bid.
Generally, we're looking at DPN as a DFI that is stretching our financing into

sustainable and climate financing space, but we also need to start from home by building.
greening our operations. We have recently registered with the Green Building Council of Namibia because we would ultimately want certification as a green building over time, but that needs to do, there is a much work that needs to be done. and that's what calls for this bid. So in general, the bank wants to commit to its operational excellence or environmental stewardship, cost optimization, and alignment with all the national sustainability objectives. And so with that, would love to then understand in this primary stage, would love to understand our current energy and water consumption patterns across our building, identify any efficiency and operational constraints, evaluate feasible alternatives for reducing energy and water consumption,
and develop a practical recommendation to improve energy and water efficiency.
Now, I must mention to what Rebecca has alluded before, that initially we wanted to have a comprehensive energy, water ordered and renewable energy feasibility study all in one.
But due to what we have available within our budget, we have realized that the exercise is too complex for the 100,000 that has been approved. So we decided to go through for a phased approach to do the audit first and then with phase two.
to get into the renewable energy feasibility study, hence the amendment to this bid.
Now, we are looking into, if we have to look into the main objective, the main objectives are basically to
establish an accurate baseline. Rebecca, if you can help me sort of just move up the page.
Fair up.
Abed.
Awesome, thank you.
So looking into the objective of this assignment or exercise, as I have summarized before, it's really to establish an accurate baseline. So if a consultant to come in and analyze our historical electricity and water consumption data, so that's through the municipal billing that we have, create a detailed demand and consumption profile for the bank, and then reconcile tariffs, peak load, and operational schedules, just so that you can really be, we are able to know what is our consumption over the past minimum two years.
It can be further, we can extend it down to three to four years based on the

consultant, but our minimum requirement would be two years. We would also want to have an identification of our inefficiencies, so excess energy and water use across all building systems.
for them to identify the overall operational and equipment efficiencies and quantify available losses. This is because after this exercise, they will be able to
present to the executives on what the, this will be able to make the executives understand what the recommendations are and for us to have them accept any further.
developments that comes out of this audit. Because at the end of the day, financials will have to come in and we'll need a proper baseline, a proper report that sort of gives our historical usage where we are able to sort of reduce and what we can do in the near future.
So also then, like I said, a valuable evaluate feasible efficiency improvement that should come out from the audit. So through assess technical options for reducing energy and water consumption within the DPN buildings and provide a
cost and quantifiable efficiency intervention. I've mentioned this recommend efficiency improvements that we'll be able to report back to our ex code and then most of all is then development implementation roadmap which should be faced because understanding
projects can be too large for them to be executed all in once. So ideally we would want a phased implementation roadmap, indicative implementation priorities and identify key implementation consideration and monitoring requirements thereof.
Rebecca, we can move further up.
Thank you. So what are we basically looking at within the scope of work based on the objective of the exercise? So truly, this is a baseline energy audit. So data collection, like I said, it's consolidate electrical bills, electrical and water bills.
Rebecca, we need to make an amendment there. Consolidate electrical and water bills for at least 24 months, two years, confirm tariff structures, standing charge and peak demand charges, and collect and map up all metering points.
And then we need the demand profiling so that we can get an hourly, a daily, weekly, and seasonal load curves and identify peak and off-peak patterns, power factors, anomalies, and distortions over the past.
24 years, 24 months, I mean, or more. 24 months is a minimum. On-site technical inspection, very, very important. So from the analysis of the past 24 or more months, Then we would also love to have an on-site technical inspection to inspect all

electrical systems, including MDB or distribution boards, the sub-distribution boards, the critical circuits, the MCCs, UPS systems, and our servers.
HVAC systems, the lighting and controls, as well as motor pumps, elevators, and all auxiliaries systems.
Would also need you to measure and verify, if need be, deploy data loggers to measure actual consumption. So, after having the historical information, so the actual consumption in real time, if you may use the may use thermal imaging to detect heat.
losses and faults or any other form of equipment that you will be able to get this and perform spot measurement on circuit and equipment. I think we can move up.
So that's on.
Oh, and then the last one on electricity is inefficiency identification. Identify oversized equipment, poor cycling and misoperation, evaluate equipment condition and maintenance practice, and quantify inefficiency in kilowatt hour.
in Namibian dollar terms. So that's on the electricity consumption audit. So then coming to water consumption audit, we would love the consultant also, equally like with electrical analysis, to review and analyze water bills.
meter readings and daily usage trends, inspect plumbing fixtures, sanitary fittings, irrigation systems, etc, etc. Identify any efficiency, such as water leaks, excessive water flow rates, non-optimized fittings and malfunctioning.
valves and also recommend. So equally the same as how we are doing it for energy efficiency, we are doing it for water efficiency, for you to recommend water efficient features and consumption reduction measures. Would love the consultant to assess potential for water harvesting.
By.
Reviewing either building plans or...
Nambala. Excuse me.
for any rain, water harvesting, grey water recycling and automated leak detection system. Then also provide a baseline water use per day, per month and year and quantify water saving in
cubic meters and associated financial savings. So equally would then, like I've mentioned, an implementation roadmap. The consultant shall develop a practical implementation roadmap for the recommended energy and water efficiency improvement in
including prioritize recommendations based on potential saving and ease of

implementation, short, medium, and long-term implementation sequencing, key implementation risk and proposed mitigation measures, and recommend monitoring indicators for measure
Bring uh, future savings.
Rebecca, is there anything else?
So.
Favorables, I should have it. What we require is an inception report, methodology of how you're going to conduct the work, methodology and work plan, the data needs and stakeholder engagement approach so that we understand who you will need from the bank.
during your contracting time. Baseline consumption report for both energy and water, the inefficiency and operational assessment report recommended.
intervention report, and then final consolidated and a final consolidated report. And importantly, we would love all reports to be submitted in editable Word and Excel format, as well as PDF.

HI **Herman IMMANUEL** 41:48
The.

NE **Ndeyapo Ekandjo** 41:49
Rebecca, I think here we also have to do an amendment.

HI **Herman IMMANUEL** 41:50
One.

NE **Ndeyapo Ekandjo** 41:56
To extend it to six months.
So the contracting period is 6 months and not four months.
All right.
So, the required expertise for this particular consultancy will require a lead energy engineer registered with the Engineering Council of Namibia or South Africa with
Is Rebecca.
Oh.

RH **Rebecca Haipinge** 42:45
No, I didn't say anything.

NE **Ndeyapo Ekandjo** 42:48
Oh, okay. Now, can we, can we go back? Okay. So, no, no, we need to go back up a bit just so we then clarify the required expertise.
With, as I mentioned, for a lead engineer, he should be, he or she must be registered with the Engineering Council of Namibia or that of South Africa with three or more years of experience in energy efficiency, building service and renewable energy audit that we will need to
then removed because the renewable energy is a phase two approach of this similar exercise. So any lead engineer primarily to have three or more years experience in energy audit will need an electrical, mechanical engineer,
He or she must be an electrical or mechanical engineer with expertise in building services, with proven expertise in HVAC systems, lighting, water systems and building operational optimization. Excellence in experience
in conducting detailed on-site technical assessment as well. Because we said then we're going to give the municipal bills for analysis, but we also want on-site technical assessment. The team should have
technicians with competence in M&V instruments and then proven expertise in at least two or similar assignments in Namibia. As a firm, as a consulting firm, they should have at least two or similar assignments in Namibia or SADC that should be supported by reference letters.
I think Rebecca.
We can move upstairs.
Okay, the evaluation criteria, like mentioned before, we are looking at relevant experience and qualification of the coach or the lead.
the lead engineer, proposed methodology and approach, as alluded before, and then cost effectiveness of the solution, reference and record of past performance or assignment done in alignment with the bank's core values and strategic objectives.
Submission requirements,
Uhh.
For interested consultants, you are required to submit company profile, like Rebecca alluded before, and then in addition would require the CVs or curriculum vitae of key

team members. So that's for the lead engineer, the mechanical or electrical engineer, and the technicians.
reference, more references from previous clients with similar assignment or engagement, and certification and accreditation documents that will add, no, no, certification and accreditation documents from the Engineering Council of Namibia or South Africa.
So...
This exercise will be conducted at the Development Bank of Namibia's head office. So including the DFN building, I just want to clarify that the head office constitute of two buildings, one called namely as the head office and a wing named DFN building. So for this exercise, the assessment, the technical assessment and the analysis will be done for both two buildings. What I should mention is that even the municipal bills that we receive, we receive separate municipal bills for these two buildings, and hence we have mentioned that it should include
DFN building, not just the standing head office that most people know. There is a wing just behind the MTC building next to the head office. So please take note that with this exercise, both two buildings will need to be analyzed and assessed.
Rebecca, we can move up.
I think yes.
That is it. So myself and our operations support manager, who Alex Lupandu, will be the contact people for this exercise. But like you, we have mentioned, would love your
take all the engagement plan for this exercise so that we also then get to determine who from our staff will be required to give you the necessary information during your contracting period.
So yes, we have mentioned before, the audit will be completed within six months. The staffing criteria, we're looking at project manager who can be the lead energy engineer as well, and then electrical, mechanical engineer.
and the technicians thereof. So those are the ones required to submit their CVs in addition to the company profile as explained by Rebecca earlier.
Rebecca, we can move up.
So, this will be done over...
Over six months, we do acknowledge that there is some way in the document that it mentions four months, but the clarification stands that this will be a contracting

period of over six months. Rebecca, I think I have exhausted.
The terms of reference, over to you. Thank you.

RH **Rebecca Haipinge** 49:11
Thank you Ndeyapo. We now open up the platform for the participants online to seek clarification. I'm seeing JJG.

JG **JC Greyling** 49:26
Yeah, J.C. J.C. sometimes shows J.C.J., otherwise J.G. might have received, man.

RH **Rebecca Haipinge** 49:29
Okay.
LK.
Yes, please.

JG **JC Greyling** 49:36
Rebecca, maybe just a question. So if we partner with a local entity, we are from South Africa, and we submit reference letters on our experience with our partner, will you consider the both partners reference letters or does it just have to be Namibian reference letters. Can both parties' reference letters be taken into account? That's the only question.

RH **Rebecca Haipinge** 50:01
Yes, yes, yes, yes. Both partners are welcome to add their reference letters as long as it speaks to the assignment.

JG **JC Greyling** 50:13
Perfect, thank you.

RH **Rebecca Haipinge** 50:15
Yeah, because the JV will indicate both your firms, so then the two are of course bringing expertise together, so they will be taken into consideration, yes.
Am I seeing?
MH is sooner.

Is it?
I smile.

MH **MD.Ismail Hossain** 50:43
Hi, Rebecca.
I'm MD Ismail Hussain, an EEE expert from EQMS Consulting Limited, Canada. I have a question from my side.

RH **Rebecca Haipinge** 50:58
Yeah.
Uh-huh.

MH **MD.Ismail Hossain** 51:02
For any international firm forming a JB with a Namibian company, are people registration and other Namibia specific compliance documents required from both JB partners or only from the Namibia partners?
No.

RH **Rebecca Haipinge** 51:23
The requirements stated in the bid are only applicable to companies incorporated in Namibia. So if your JV partner is Namibian, then they should attach this, the mandatory document required.
And for companies that are not incorporated in Namibia, then...
That will not be applicable.

MH **MD.Ismail Hossain** 51:53
As we are an international firm, we don't have BIPA certificate. So in case of joint venture, if that BIPA certificate is required for both the partners.

RH **Rebecca Haipinge** 52:11
For the Namibian partner, it will be required for the Namibian partner. Yes, yeah, the committee will be able to establish that the other partner is not local, is not Namibian. So if you are not incorporated in Namibia, then this will not be applicable to your firm.

MH **MD.Ismail Hossain** 52:15

Namibian partner.

RH **Rebecca Haipinge** 52:32

But your Namibian partner must submit them.

MH **MD.Ismail Hossain** 52:37

Okay, thank you.

RH **Rebecca Haipinge** 52:49

Travis.

Seeing in from Travis.

TS **Travis Manicom | sce** 53:01

Hello, can you hear me?

RH **Rebecca Haipinge** 53:02

Yes, I can hear you, Travis.

TS **Travis Manicom | sce** 53:04

Oh, okay. All right, great. Thank you. So I just have a question on the evaluation method. So as I understood you earlier in the call, you said that the 70, 30% weighting would be applicable provided your cost is under the limit.

But there's a section in the general terms on 4.8 which says that the highest ranked technical proposal within budget would win. So I just wanted to make sure that I understood that evaluation criteria correctly.

RH **Rebecca Haipinge** 53:39

Yes, you would have, of course, when it comes to the technical proposal, the minimum pass rate is this minimum score mark is 70%. So out of the 100, you may get some passing at the baseline of 70, some will be 80, some will be 90.

So in the three cases, then the firm with 90 is the highest in the technical proposal.

So then if they are, what is it, a financial proposal, then it's within budget. Yeah, then they will be considered for the assignment.

Travis Manicom | sce 54:22
Okay, so it's, if I understand this, so it's the highest technical score wins, provided you're under budget.

Rebecca Haipinge 54:30
Within budget, yes.

Travis Manicom | sce 54:31
Okay, all right, thank you for that. I have another question, just on the 400,000 Namibian dollar limit, is that including that?

Rebecca Haipinge 54:40
Yes, unfortunately, that is the only budget available, so it's a very inclusive, yes.

Travis Manicom | sce 54:47
Okay, great. Thank you. A question on the technical, so I'm just going to run off all my questions here. The loggers, temporary loggers that we need during the six months, those are included in the pricing that we submit. Is that correct?

Rebecca Haipinge 54:54
All right.

Travis Manicom | sce 55:05
The actual loggers, yes, OK, alright, and then...

Rebecca Haipinge 55:05
On the apple, the apple should come in.

Ndeyapo Ekandjo 55:05
Yes, that's correct.
Yes, that's true.

Travis Manicom | sce 55:10
Just in terms of sort of quantifying that, will we be able to receive the schematics or

something like that to understand where the permanent meters are currently installed, if there are any, and then be able to estimate, okay, where would we need to put on log as to how many do we need to budget for there, etc.?
And...
Do you understand the question?

NE **Ndeyapo Ekandjo** 55:35
Yes, we would be able. So what you're asking is be able to do a physical assessment before your submission?

TS **Travis Manicom | sce** 55:45
It could be a quick physical visit or it could be evaluating as builds if you have those available. Just to quantify, you know, maybe you've got fixed meters where we just can log on or maybe we need to rent some temporary meters or something like that. And then just to get the

NE **Ndeyapo Ekandjo** 56:01
Text me, please.

TS **Travis Manicom | sce** 56:04
indication of how many and where we would recommend to log.

NE **Ndeyapo Ekandjo** 56:10
Okay, now, Travis, your question is well taken. I think what...
I would need guidance from Rebecca here. Rebecca, if we then have to call up a physical meet up with all the prospective consultant, do we still have enough time to accommodate travelers or then can we have him put that
on e-mail and have together with Alex us respond to his question because with operational matters of where the meters are located, Alex is the right person to sort of
Help us answer this question.
Rebecca.

RH **Rebecca Haipinge** 56:59
Okay, so both options are actually allowed, but I think in the interest of time and for

the benefit of those that are not, the consultants that are not local based, I think our one would opt

NE **Ndeyapo Ekandjo** 57:16
Mhm.

RH **Rebecca Haipinge** 57:20
for just clarifying it, attending to it in the clarification templates that's going to be issued, and then availing that information. Otherwise, we would have to establish a day where the

NE **Ndeyapo Ekandjo** 57:28
Okay.

RH **Rebecca Haipinge** 57:36
The consultants will come on site to do their self-inspection, so I think the former option is more viable.

NE **Ndeyapo Ekandjo** 57:47
Travis, does that answer your question?

TS **Travis Manicom | sce** 57:51
Yes, thank you. So as I understood, a site visit might be the best option there. And I can put that on e-mail if you like and just send it over. Yeah. Okay.

NE **Ndeyapo Ekandjo** 58:00
All right. No, please do it and then we'll respond to it accordingly.

TS **Travis Manicom | sce** 58:06
Okay, great. I've got one last question. Sorry for all of them, but on the, I just heard you mentioning that you've registered now with the Green Building Council of Namibia and your sort of end goal here is to get certified. Is that correct?

NE **Ndeyapo Ekandjo** 58:10

No, please bring them all.

Yes, that's correct.

Travis Manicom | sce 58:26

Okay, so we also involved in our building is registered as a six star in our office with them. So with that in mind, you know, they have a specific scoring system to ultimately get to that certification.

Ndeyapo Ekandjo 58:43

Mhm.

Travis Manicom | sce 58:46

But this RFP, I don't think mentioned that anywhere. So I just wanted to find out, you know, if we're doing this audit with that end goal in mind, you know, that should be considered in the reporting and what we're doing, I would assume. So I just wanted to clarify that and find out what your thoughts are there.

Ndeyapo Ekandjo 59:05

Wyk.

Travis Manicom | sce 59:07

How we should, yeah, best kind of go ahead with that goal in mind, yeah.

Ndeyapo Ekandjo 59:10

Okay.

No, thank you very much for that. I mentioned just to sort of give you an idea of where we are, but this is a baby step that we are taking. Most certified buildings are ones that were constructed from scratch and then an assessment and certification was done.

So we are very, very much far. We have had a discussion with Glenn, and it's actually from them that they advised that, okay, maybe we need to start with some of this audit so that we understand where we maybe stand for now. So I don't think it would be right for us to include.

TS **Travis Manicom | sce** 59:45

Okay.

NE **Ndeyapo Ekandjo** 59:50

There are sort of certification requirements of yet. This is really the foundation stage of us seeing or getting the baseline of where we stand. We'll then be able, us being members, will all then be able to sort of share your report with them and then to guide us further than, okay,

With this, this is where you are headed to. They're sort of our mother parent that is holding our step into our certification journey, but we are far from that, if I should say. So for now, it's really initial steps and we'll then be able to see what happens thereafter when we have this information.

TS **Travis Manicom | sce** 1:00:30

Okay, brilliant. Thanks so much. Fully understood. That's all of my questions. Thank you.

NE **Ndeyapo Ekandjo** 1:00:34

Alright, thank you.

RH **Rebecca Haipinge** 1:00:35

Well, I'm seeing the next end I.J. is Shaun.

Shaun.

IJ **Israt Jahan** 1:00:44

Hi, hi, this is Esther again. So, I have one question or clarification to understand. The thing is, in your tour, you said three expert proposed 3 expert positions. So, can we propose more expert or it has to be 3 experts?

You see?

NE **Ndeyapo Ekandjo** 1:01:10

That would be very much welcome for as long as we remain within the cost stipulated. The more the merrier here is.

IJ **Israt Jahan** 1:01:16
Boston, yes.
Okay, okay.

NE **Ndeyapo Ekandjo** 1:01:21
Uh, we we had to revise just.
Say gay?

IJ **Israt Jahan** 1:01:27
You know, from our experience, we have such kind of work with DAGKW. So more or less, our team is like to 6, 7 or more. So that is why I'm looking, can we propose more? But that will be definitely your

NE **Ndeyapo Ekandjo** 1:01:45
Yes.

IJ **Israt Jahan** 1:01:47
Budget, yes.

NE **Ndeyapo Ekandjo** 1:01:49
No, that would be very much welcome. It all depends on to you to ensure that even with a more team, the 400 cap does not get shifted. All right.

IJ **Israt Jahan** 1:01:57
Yeah, yeah.
Yeah.
Okay, okay, thank you, thank you.

NE **Ndeyapo Ekandjo** 1:02:06
You're welcome.

RH **Rebecca Haipinge** 1:02:12
I'm not seeing any other hands raised.
Okay, in the absence of any...

Hence being raised for clarification at this point in time, we will be making the amendments that we have spoken to through a clarification template. So we are going to upload that clarification template on our website and EGP portal as well as to
e-mail to those who have participated today, but equally so please do be on the lookout on the website where we have published the RFP for the publication of any clarifications pertaining to the bid. And once again, I'm not seeing any other hand. So let me take this opportunity to thank you for your participation. We would strive to issue the clarification in the next three days so that then we can speak to the changes that is being made through from this session going forward.
Thank you for your participation. So the session is here by a gent.

TS **Travis Manicom | sce** 1:03:36
Thank you very much.

NE **Ndeyapo Ekandjo** 1:03:37
Thank you very much, Rebecca.

RH **Rebecca Haipinge** 1:03:39
Thank you.

JG **JC Greyling** 1:03:40
Thank you. Have a wonderful day.

RH **Rebecca Haipinge** 1:03:41
Yeah.

MH **MD.Ismail Hossain** 1:03:41
Thank you, Rebecca.

RH **Rebecca Haipinge** 1:03:42
Thank you, bye.

IJ **Israt Jahan** 1:03:45
Thank you, Rebecca. Bye bye.

Rebecca Haipinge stopped transcription