



**Development
Bank of Namibia**

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**SUPPLY AND DELIVERY OF OFFICE FURNITURE ON AD HOC BASIS AND
PROVISION OF LEASING AND SUPPORT SERVICES FOR MULTI-
FUNCTION PRINTING EQUIPMENT, INCLUDING PAPER CUT PRINT
MANAGEMENT FOR A PERIOD OF 36 MONTHS (TIME-BASED
CONTRACT)**

The Development Bank of Namibia (DBN) hereby invites qualified and reputable service providers to submit bids for the **Supply and Delivery of Office Furniture on ad hoc basis and Provision of Leasing and Support Services for Multi-Function Printing Equipment, including Papercut Print Management for a Period of 36 months (Time Based Contract)** in accordance with the specified requirements in the bidding documents.

Bidding documents may be obtained from the DBN Operations Office, Mezzanine Floor, Freedom Plaza 1GG0 Building, Rev. Michael Scott Street, Windhoek. Alternatively, the documents can be shared electronically upon submission of proof of purchase.

Procurement Name: Supply and Delivery of Office Furniture on ad hoc basis and Provision of Leasing and Support Services for Multi-Function Printing Equipment, including Papercut Print Management for a Period of 36 months (Time Based Contract)

Procurement Reference No.: G/ONB/DBN-01/2026

Issue date: 31 August 2026, Monday

Closing Date and Time: 18 September 2026, Friday @ 12h00

OFFICE FURNITURE AND MULTI-FUNCTIONAL PRINTERS

DETAILS

Cost of bidding document: N\$300.00

Bank: First National Bank (FNB)

Account Details: Development Bank of Namibia

Type: Corporate Cheque Account

Account Number: 62051523861

Email Address: procurement@dbn.com.na

For Enquiries: Contact DBN's Procurement Management Unit at
0612908015/0612908058

Invitation for Bids (IFB)

Republic of Namibia

Office Furniture and Printing Equipment

Supply and Delivery of Office Furniture, on and Ad Hoc Basis

and

Provision of Leasing and Support Services for Multi-Function Printing Equipment, Including Papercut Print Management for a Period of 36 months – (Time Based Contract)

Procurement Reference No.: G/ONB/DBN-01/2026

1. Bids are invited through Open National Bidding (ONB) procedures for Procurement, Supply and Delivery of Office Furniture, on and Ad Hoc Basis and the Leasing and Support Services for Multi-Function Printing Equipment, Including Papercut Print Management for a Period of 36 months – (Time Based Contract) and the invitation is open to all Namibian bidders in accordance with section 29 (1)(b)(i), an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia.
2. Interested eligible bidders may obtain further information from the Development Bank of Namibia at the following email address, procurement@dbn.com.na and inspect the Bidding Documents at the address given below from 09h00 to 16h00.
3. Qualifications requirements include: as indicated in the requirement specifications, evaluation criteria and bidding data sheet. A margin of preference for certain goods manufactured domestically shall not be applied. Additional details are provided in the Bidding Documents.
4. A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below email address: procurement@dbn.com.na and upon payment of a non-refundable fee N\$ 300.00. The method of payment will be Electronic Funds Transfer (EFT), bidder should request for company banking details. The Bidding Documents will be sent by email or physical collection at the below stated address.
5. Bids must be delivered to the below stated address at or before Friday, 18 September 2026 @ 12h00. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in on-line via MS Teams stated in the BDS, the link to the Bid opening session will be sent to the email address indicated in the bid submission register, the afternoon of the deadline for submission of bids at 14h00. All bids must be accompanied by a Bid Securing Declaration.
6. The address(es) referred to above is(are): **Development Bank of Namibia Operations Support Office, Freedom Plaza 1990 building, Mezzanine floor, Rev Michael Scott Street, Windhoek**