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DEVELOPMENT BANK OF NAMIBIA
2026 -10- 28
Procurement Management Unit
P.O. Box 235, Windhoek

Request for Quotations for Non-Consultancy Services Lump-Sum

Procurement of the Services of a Facilitator for a Team Building Event

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

RESERVATION MEASURES FOR LOCAL SUPPLIERS
Note: any bidder that does not fall within one of those categories will be deemed not eligible and disqualified.

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: NCS/RFQ/DBN-26/2026

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 Michael Scott, Street
  Windhoek

  Late submissions will be rejected.

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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

To: Prospective Bidders

Procurement Reference No.: NCS/RFQ/DBN-26/2026

Date: 28 October 2026

Dear Sirs/Madam

Request for Quotations for the Procurement Services of a Facilitator for a Team Building Event

The Development Bank of Namibia invites you to submit your best quote for the 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 three (3) workdays prior to the deadline set for submission of bids.

Please prepare and submit your quotation 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) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;

(b) the Priced Activity Schedule in Section IV;

(c) the Specifications and Performance Standards in Section V; and

(d) any other attachment as deemed appropriate

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;

(b) the Priced Activity Schedule in Section IV;

(c) the Specifications and Performance Standards Compliance Sheet in Section V; and;

(d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 eighty (180) workdays from the date of bid submission deadline.

4. Eligibility Criteria

NOTE: Examination and evaluation of bids shall be in accordance with the provisions of Public Procurement Act, 2015 (Act No. 15 of 2015), Section 52 (12), "Where a substantial number of bids are tendered and it is not practical to evaluate all the bids, the Board or the public entity may select a sufficient number of lowest priced bids to evaluate after completing the preliminary examination."

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

a) Submit a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document; The company registration document must also clearly indicate ownership;

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) submit a signed **Bid Securing Declaration**.

i) must complete the Company Shareholding Information form.

j) Submit a company profile stating the services that the bidder provides.

k) Description, proposal, methodology or programme of the activities of the Team Building Event.

l) Submit a fully itemised quotation with taxes, travel, venue, meals, materials, equipment, third party costs etc

m) Submit at least two (2) reference letters for the facilitation of team building events in corporate/public or private sectors from the past five (5) years.

n) Lead facilitator or Team leader must have a minimum three (3) years of experience in team building facilitation. Substantiated by a CV's and contactable referrals.

o) Team lead must demonstrate good understanding in organisational culture transformation and change management.

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**
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		

Mandatory Requirements	Yes	No
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? *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*		
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 DBN.		

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. Services Completion Period

The completion period for services shall be within fourteen (14) workdays after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. 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 at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Development Bank of Namibia SME Centre, Mezzanine Floor, Freedom Plaza 1990 building, Rev Michael Scott, Street, Windhoek** not later than 3 November 2026 @ 12h00. Quotations by post or hand delivered should reach **Development Bank of Namibia SME Centre,**

Mezzanine Floor, Freedom Plaza 1990 building, Rev Michael Scott, Street, Windhoek by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

NB: Quotations submitted after the deadline, regardless of the reason, or at a location other than the one specified in this bidding document will not be accepted.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. 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 evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. 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 PDPsownership.
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 perform the 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 and General Conditions of Contract

15. Performance Security

Not Applicable

16. Notification of Award and Debriefing

The Public Entity shall after award 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 days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. ***If your quotation is not authorised, it may be rejected****.]*

Quotation Addressed to :	Development Bank of Namibia
Procurement Reference Number:	NCS/RFQ/DBN-26/2026
Subject matter of Procurement:	Procurement of Facilitator for Team Building Event

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 Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide 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 terms and conditions contained therein. We further understand that this subscription could lead disqualification on the grounds mentioned in the BDS

The validity period of our Quotation is one hundred and eighty (180) 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 _____ *[to insert number]* workdays from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* workdays from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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: Procurement of Facilitator for Team Building Event

Procurement Reference Number: NCS/RFQ/DBN-26/2026

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.*

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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.*

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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.*

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COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: NCS/RFQ/DBN-26/2026

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%

SECTION III: SCOPE OF SERVICES

Scope of Services

1. Purpose of the Assignment

The Bank seeks to engage a suitably qualified and experienced team-building facilitator/service provider to design, develop and deliver a structured team-building intervention for approximately 130 employees. The intervention is intended to strengthen teamwork, communication, collaboration, trust, employee engagement, accountability and constructive responses to workplace change and conflict, while promoting a positive workplace culture aligned with the Bank's values and strategic objectives.

2. Background

Effective teamwork is essential for achieving the Bank's strategic objectives and maintaining a productive and healthy work environment. The Bank therefore intends to conduct a team-building intervention aimed at enhancing communication, collaboration, trust, leadership, employee wellbeing and overall team effectiveness.

3. Objectives of the Assignment

The service provider shall:

- Improve communication, teamwork, trust and psychological safety among employees.
- Encourage constructive collaboration across departments and reduce siloed working.
- Reinforce shared accountability, leadership principles, organizational values and respectful workplace behaviour.
- Equip participants with tools in managing work pressure and conflict.
- Enhance employee engagement and foster stronger working relationships.
- Gather participant feedback and provide recommendations for sustaining improvements following the intervention.

4. Scope of Work

The successful service provider shall perform the following tasks:

4.1 Planning and Programme Development

- Conduct an inception/planning meeting with the Human Capital Wellness Section.
- Review the Bank's objectives and organizational context.
- Design a tailored team-building programme and implementation methodology.
- Develop a detailed programme agenda, activity descriptions and facilitation approach.
- Submit the proposed programme, facilitator profiles, logistics plan and itemized cost breakdown for approval prior to implementation.

4.2 Facilitation and Delivery

- Facilitate the approved team-building intervention on the agreed dates.
- Deliver interactive and engaging activities designed to improve teamwork, communication, collaboration and trust.
- Facilitate workshops and activities focusing on:
    - Team effectiveness and collaboration;
    - Communication and interpersonal skills;
    - Trust-building;

- Leadership and accountability;
- Stress management and resilience;
- Emotional intelligence;
- Managing change and workplace conflict.

4.3 Materials and Logistics

- Supply all materials and equipment included in the approved quotation.
- Clearly identify any items, resources or services excluded from the quotation.
- Ensure activities are suitable for a diverse adult workforce and accommodate reasonable accessibility requirements.

4.4 Health, Safety and Risk Management

- Implement appropriate health, safety and risk management measures throughout the intervention.
- Ensure all activities are safe, inclusive, professional and conducted in a respectful manner.
- Avoid activities that may be humiliating, discriminatory, coercive or otherwise inappropriate.

4.5 Evaluation and Reporting

- Collect participant feedback through appropriate evaluation methods.
- Assess the effectiveness of the intervention against the stated objectives.
- Prepare and submit a concise completion report within fourteen (14) working days following completion of the intervention.
- Include findings, participant feedback, key outcomes, lessons learned and practical recommendations for sustaining improvements.

6. Deliverables

The service provider shall provide the following deliverables:

1. Inception and planning meeting.
2. Proposed programme and methodology for approval, including:
    - Objectives;
    - Detailed agenda;
    - Activity descriptions;
    - Duration;
    - Facilitator allocation;
    - Required resources and logistics.

3. Facilitation and delivery of the approved team-building programme.
4. Participant feedback and evaluation summary.
5. Completion report submitted within Fourteen (14) working days after the intervention, including:
    - Summary of activities delivered;
    - Attendance and participation levels;
    - Evaluation results;
    - Key observations and outcomes;
    - Lessons learned; and
    - Actionable recommendations.

6. Copies of participant handouts, tools or learning materials included in the proposal.

6. Bank's Inputs

The Bank shall:

- Appoint a designated contact person for coordination purposes.
- Provide participant numbers and relevant non-confidential organizational information.
- Communicate approved objectives and logistical requirements.
- Review and approve the proposed programme.
- Confirm venue arrangements and access requirements.
- Provide any venue, transport, meals, equipment or facilities that the Bank elects to arrange directly.

7. Transfer of Knowledge

The intervention shall include practical learning and facilitated reflection aimed at enabling participants to:

- Apply improved communication techniques in the workplace.
- Strengthen collaboration and teamwork.
- Manage workplace conflicts constructively.
- Enhance accountability and professional conduct.
- Apply stress-management and emotional-intelligence techniques in their daily work.

The provider shall incorporate action-planning exercises and provide take-away materials to support ongoing application of learning.

8. Participant Numbers

The programme shall be designed for approximately **130 participants**.

9. Special Requirements

The service provider shall:

- Obtain written approval of the programme prior to implementation.
- Maintain professional conduct at all times.
- Ensure confidentiality of all participant information and feedback.
- Report participant feedback in aggregate form where appropriate.
- Not use the Bank's branding, name or participant images without prior written approval.
- Clearly disclose the use of any subcontractors or third-party suppliers.
- Not incur or charge for additional purchases, services or expenses without prior written approval from the Bank.

10. Performance Verification

The Bank shall verify:

- Prior to implementation, that the programme, facilitators, materials and logistics correspond with the approved proposal and quotation.
- Upon completion, that all agreed deliverables and outputs have been successfully delivered in accordance with the approved scope of services.

11. Pricing Requirements

The service provider shall submit a detailed and itemized quotation clearly indicating:

- Programme design and preparation costs;

- Facilitator fees;
- Materials and equipment costs;
- Third-party purchases;
- Taxes and statutory charges; and
- Any optional items or exclusions.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation:_____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Team Building Facilitation Services	1			
			Other additional costs		
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By*: [insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	***B****	***C***	***D***
1	Provision of the services of a Team Building Facilitator		
2	Facilitator to adhere to all requirements under the scope of service		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity https://eprocurement.gov.na/documents or https://eprocurement.gov.na/documents except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement]*.

Subject and GCC Reference	Special Conditions
Definitions **GCC 1.1(a)**	Adjudicator is Not Applicable for this contract
Definitions **GCC 1.1(l)**	The Member is: *[to be inserted at contract signing]*
Definitions **GCC 1.1(o)**	The Service Provider is: *[to be inserted at contract signing]*
Notices **GCC 1.4**	Any notice shall be sent to the following addresses: procurement@dbn.com.na, the address and the contact name shall be: **Titus Ndove** **Chief Executive Officer (Accounting Officer)** **12 Daniel Munamava Street, Windhoek** **P.O.Box 235 Windhoek, Namibia** **Development Bank of Namibia** **Email: procurement@dbn.com.na** For the [Service Provider], the address and contact name shall be: _____ _____ _____
Authorised Representatives	The Authorised Representatives are: For the Public Entity:

GCC 1.6	**Titus Ndove** **Chief Executive Officer (Accounting Officer)** **Development Bank of Namibia** **Email: procurement@dbn.com.na** For the Service Provider: _____ _____ _____
Effectiveness of Contract **GCC 2.1**	The date on which this Contract shall come into effect is: To be determined after contract award

Starting Date **GCC 2.2.2**	The intended starting date for the commencement of Services is _____.
Intended Completion Date **GCC 2.3**	The intended completion date is _____.
Prohibition **GCC 3.2.3(c)**	List of Activities: _____.
Service Provider's Actions Requiring Public Entity's Prior approval **GCC 3.7(c)**	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity **GCC 3.9**	Restrictions on the use of documents prepared by the Service Provider are: _____
Payments of Liquidated Damages **GCC 3.10.1**	Liquidated damages for the whole contract are *[insert percentage of the final contract price]* per week. The maximum amount of liquidated damages for the whole contract is *[insert percentage]* of the final contract price.
Lack of Performance Penalty **GCC 3.10.3**	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. *(Where applicable)*
Performance Security **GCC 3.11**	No Performance Security is required

Assistance and Exemptions **GCC 5.1**	The assistance and exemptions provided to the Service Provider are*(where applicable)*: _____
Contract Price **GCC 6.2(a)**	The amount in local currency is _____.
Terms and Condition of Payment **GCC 6.4**	Payment terms is **upon receipt of an invoice.**
Interest on Delayed Payments **GCC 6.5**	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____days in the case of the final payment. The interest rate is not applicable.
Price Adjustment **GCC 6.6.1**	Price adjustment is **not** applicable.
Identifying Defects **GCC 7.1**	The following inspections shall be carried out:_____ The defect liability period is: twenty-four (24) hours
Dispute Settlement **GCC 8.2**	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement **GCC 8.2.3**	Not Applicable
Dispute Settlement **GCC 8.2.4**	The arbitration procedures of Law Society of Namibia will be used (applicable to overseas service provider)
Dispute Settlement **GCC 8.2.5**	Law Society of Namibia

SCHEDULE 3

(a) 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		

Local Value Added = <u>Total Cost – Cost of imported inputs</u> x 100
Total Cost

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

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Submit a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document; The company registration document must also clearly indicate ownership;	
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).	
must complete the Company Shareholding Information form.	
Submit a company profile stating the services that the bidder provides.	
Description, proposal, methodology or programme of the activities of the Team Building Event.	
Submit a fully itemised quotation with taxes, travel, venue, meals, materials, equipment, third party costs etc	
Submit at least two (2) reference letters for the facilitation of team building events in corporate/public or private sectors from the past five (5) years.	
Lead facilitator or Team leader must have a minimum three (3) years of experience in team building facilitation. Substantiated by a CV's and contactable referrals.	
Team lead must demonstrate good understanding in organisational culture transformation and change management.	
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.