Development Bank of Namibia
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DEVELOPMENT BANK OF NAMIBIA
2026 -10- 30
Procurement Management Unit
P.O. Box 235, Windhoek

BIDDING DOCUMENTS
Issued on: 30 October 2026

for
Procurement of

Vehicle Tracking, Fleet Telematics and Remote immobilization service for a Period of three (3 years – (Time-Based Contract)

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.

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-13/2026

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-13/2026

Date: 30 October 2026

Request for Quotations for the Procurement of Vehicle Tracking, Fleet Telematics and Remote Immobilisation Services for a period of three (3) years – (Time-Based Contract)

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 eight (8) 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) to split the contract as per the lowest evaluated cost per site, or
(b) to accept or reject any quotation or to cancel the quotation process; and
(c) reject all quotations at any time prior to contract award.

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 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 Contract Data Sheet 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 for one **hundred and eighty (180) workdays** from the date of 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 copy of a **valid certificate of business registration,** substantiated by BIPA **Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate**, **valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).

e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).

f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees**, **Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.

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

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

i) must complete the Company Shareholding Information form.

j) is the bid valid for the period of one hundred and eighty working days? **A bid valid for a shorter period shall be rejected.**

k) is the Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder in **English?**

l) Submit company profile, past experience and references where similar services have been provided.

m) Submit a complete bidding document as issued (incomplete bidding documents will not be considered.)

n) Bidder must operate a company registered for the provision of vehicle tracking or related vehicle hire services (registration/founding statement submitted with the bid document, must ascertain the services provided).

o) Bidder to submit system architecture overview, sample report and platform screen shots or video presentation of the tracking system.

p) The devices must carry a minimum three (3) year manufacturer warranty.

q) Must initialize all pages of this standard bidding document, including all supporting documents.

r) In addition to Section IV: Priced Activity Schedule, the bidder must submit a detailed quotation on its company letterhead, outlining all cost line items.

s) 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,

  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

t) **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 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.

Technical Evaluation:

Specification Area	**Detailed Requirement**	**Comply**	**Do Not Comply**
System Overview	Integrated GPS vehicle tracking, fleet management, and remote vehicle immobilization system. Must support all vehicle types including sedans, SUVs, bakkies, and light commercial vehicles. System must be web-based, cloud-hosted, and mobile-accessible with secure login and multi-level used roles.		
Coverage & Scalability	Full nationwide coverage in Namibia, with LTE/3G/2G network fallback. Must support expansion to additional vehicles. System must support a minimum of 50 vehicles per instance with future growth scalability.		
Compliance & Standards	System and devices must comply with: Namibian Road Traffic Act, Data Protection Laws, Occupational Health and Safety Regulations, ISO 9001 (Quality Management), and ISO 27001 (Information Security). Equipment must meet environmental protection standards for dust, water ingress, and vibration (IP67 of higher).		

Hardware – On-Board Unit (OBU)	Compact, tamper-resistant tracking device with concealed installation. Features: internal/external antenna, integrated cellular modem, internal battery backup (≥12 hours), ignition detection, voltage surge protection, short-circuit protection, and vibration/shock resistance. Must support over-the-air firmware updates.		
Location Accuracy & Reporting	GPS location accuracy ≤5 metres. Real-time location updates configurable from 30 seconds to 5 minutes. Automatic network fallback (LTE → 3G → 2G). Device must support geofencing, speed alerts, route deviation alerts, and panic button activation. Historical data retention minimum 3 years.		
Remote Vehicle Immobilizations	Secure remote ignition control (enable/disable) with failsafe and emergency override for authorised personnel. Immobilisation only activates when vehicle stationary. must provide instant alert notifications to administrators on activation/deactivation. Audit trail of all commands must be maintained with timestamp, used ID, and location.		
Fleet Management Platform	Web-based portal with: • Real-time vehicle status and location • Geofencing with automated alerts • Trip history playback with timestamps, Driver behaviour monitoring (speeding, harsh braking, idling) • Maintenance scheduling with notifications • Theft detection and alert management • Role-based dashboards for fleet managers, drivers, and admin personnel • Exportable reports (PDF, CSV, Excel)		

Reporting & Analytics	Standard reports: daily, weekly, monthly. Customisable reports: mileage, vehicle utilisation, idle time, driver behaviour, incident tracking, and immobilisation events. Platform must allow automated report scheduling and email distribution.		

Company Experience Relevant to the Services		Pts
Bidder must provide a minimum of three (3) contactable reference on client company letterhead for the provision of vehicle tracking, fleet telematics and or remote immobilisation or related services in a corporate or public sector in the last five (5) years	10+ contactable references and or purchase orders = 30 points 7 – 9 contactable references and or purchase orders = 25 points 3 – 6 contactable references and or purchase orders = 20 points Less than 3 contactable references and or purchase or reference letter beyond the relevant 5 years = disqualified	
Total : Bidder must obtain a minimum of twenty (20) points to be considered for the next phase of evaluation.		30 points

Note: ***Bidders found not compliant to the technical requirement shall be disqualified and shall not be considered further.***

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of **thirty-six (36) months.**

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided 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 and 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 **20 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.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 11 above.
A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid 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.

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

Bid opening will take place at:
Time: 14:30 pm Namibian Time
Date: 20 November 2026

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

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 and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws,

Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

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

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.

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

18.1 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 toNamibian	1%	-declaration that the bidder employs 50% or more Namibiancitizens
TOTAL	10%	

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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.

16. Performance Security

Not applicable

17. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward 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 the 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-13/2026
Subject matter of Procurement:	Procurement of Vehicle Tracking, Fleet Telematics and Remote Immobilisation Services for a Period of three (3) years – (Time-Based Contract)

We offer to provide the services detailed in the Scope of Services, 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 forfeiture of the security amount.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The service will commence within _____ workdays from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ workdays from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorised By:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company’s Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
<tr><td>Date</td><td></td><td colspan="2">Phone No./E-mail</td></tr>
</table>

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 Vehicle Tracking, Fleet Telematics and Remote immobilisation services for a period of three (3) years – (Time-Based Contract)

Procurement Reference Number: NCS/RFQ/DBN-13/2026

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-13/2026

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

1. Purpose

The Development Bank of Namibia (DBN) requires the appointment of a professional, experienced, and suitably resourced service provider to supply, install, operate, maintain, and support a comprehensive vehicle tracking and fleet telematics solution for DBN-owned vehicles.
The solution must enhance fleet visibility, asset protection, operational efficiency, driver accountability, fuel and maintenance cost control, and risk mitigation through the implementation of a vehicle tracking and fleet management system with controlled remote vehicle immobilisation capabilities.

2. Scope of Services

The successful service provider shall provide end-to-end vehicle tracking and fleet telematics services for DBN's fleet of eight (8) vehicles, including the following:

2.1 Supply and Installation

The service provider shall:

- Supply GPS vehicle tracking units and all associated hardware.
- Install tracking devices in DBN vehicles.
- Provide all equipment, tools, connectors, cables, mounting accessories, and installation materials required for implementation.
- Ensure professional installation and commissioning of all devices.
- Conduct installation verification testing upon completion.

2.2 Vehicle Tracking and Monitoring

The solution shall provide:

- Real-time GPS vehicle tracking with location accuracy of ≤ 5 metres.
- Real-time vehicle monitoring.
- Historical trip logging and trip playback functionality.
- Ignition on/off status monitoring and trip logging.
- Geofencing functionality with automatic alerts.
- Panic button alerts.
- Unauthorised movement alerts.
- Fleet-wide visibility through a secure monitoring platform.

2.3 Driver Behaviour Monitoring

The system shall monitor and report on driver behaviour, including:

- Speeding events.
- Harsh braking incidents.
- Vehicle idling.
- Driver behaviour analysis and reporting.

2.4 Fuel and Mileage Monitoring

The system shall provide:

- Fuel usage tracking where supported.
- Mileage tracking where supported.
- Vehicle usage analysis and reporting.

2.5 Fleet Management Platform

The service provider shall provide a secure web-based fleet management portal with role-based access that includes:

- Real-time vehicle monitoring.
- Fleet analytics.
- Dashboard access.
- Historical trip playback.
- Driver behaviour monitoring.
- Geofence management and alerts.
- Automated and ad hoc reporting.
- Report generation in PDF and Excel formats.
- Secure user access and administration.

2.6 Remote Vehicle Immobilisation

The system shall include controlled remote vehicle immobilisation (ignition management) functionality.

The immobilisation solution shall provide:

- Remote engine immobilisation capability.
- Remote ignition re-enablement capability.
- Activation only when vehicles are stationary or operating at safe speeds.
- Access restricted to authorised DBN officials.
- Full audit trails of all immobilisation actions.
- Integration with theft recovery and unauthorised vehicle usage response procedures.
- Compliance with applicable safety, legal and operational requirements.

2.7 Hosting, Licensing and Data Management

The service provider shall provide:

- System hosting services.
- Platform licensing.
- Secure data hosting and protection.
- Ongoing software support and updates.
- Data management in accordance with applicable data protection principles.

2.8 Maintenance and Technical Support

The service provider shall provide:

- Continuous system monitoring.
- Device lifecycle management.
- Preventative and corrective maintenance.
- Replacement of defective devices.
- Software updates throughout the contract period.
- Ongoing technical support.

Support services shall include:

- 24/7 monitoring capability.
- 24/7 technical support capability.
- Assistance with system-related incidents and faults.

2.9 Fleet Advisory and Theft Recovery Support

The service provider shall provide:
- Fleet advisory support services.
- Theft recovery coordination.
- Driver behaviour analysis and reporting.
- Support for unauthorised vehicle usage incidents.

3. Coverage Requirements

The solution shall:
- Cover Windhoek Head Office.
- Cover all DBN branch locations nationwide.
- Provide continuous operational support across all DBN locations.

4. Compliance Requirements

The service provider shall ensure that:
- All devices comply with international telematics and automotive safety standards.
- Services comply with Namibian road traffic legislation.
- Services comply with applicable data protection principles.
- Remote immobilisation functionality is implemented in accordance with safety, legal, and operational protocols.

5. Testing and Acceptance

The service provider shall perform the following tests during implementation and commissioning:
- Installation verification testing.
- Signal testing.
- Reporting validation testing.
- Immobilisation safety testing.

Successful completion of all tests shall form part of the system acceptance process.

6. Service Model

The service shall be provided on a monthly subscription basis per vehicle for an initial fleet of eight (8) vehicles and shall include:
- Vehicle tracking services.
- Fleet telematics services.
- System hosting and licensing.
- Technical support.
- Device maintenance and replacement.
- Software updates.
- Fleet advisory support.
- Theft recovery coordination.
- Continuous monitoring services.

7. Deliverables

The successful service provider shall deliver:
1. GPS tracking devices and associated hardware.
2. Installed and commissioned tracking units in eight (8) DBN vehicles.
3. Real-time vehicle tracking and monitoring services.
4. Web-based fleet management portal.

5. Driver behaviour monitoring capability.
6. Geofencing and alert functionality.
7. Fuel and mileage tracking functionality where supported.
8. Remote vehicle immobilisation functionality.
9. Automated and ad hoc reporting capability.
10. Hosting, licensing, and data management services.
11. Maintenance and device replacement services.
12. 24/7 support and monitoring services.
13. Fleet advisory support and theft recovery coordination services.
14. Testing, commissioning, and acceptance documentation.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: Namibian Dollars

Insurance Brokerage Services			2026		2027		2028	
Item No	**Brief Description of Service**	**Unit of Measure**	**Total Price (Vat Exclusive) (N$)**	**Total Price (Vat Inclusive) (N$)**	**Total Price (Vat Exclusive) (N$)**	**Total Price (Vat Inclusive) (N$)**	**Total Price (Vat Exclusive) (N$)**	**Total Price (Vat Inclusive) (N$)**
A*	**B***	**C**	**D**	**E**	**D**	**E**	**D**	**E**
1	Vehicle Tracking	Each (8 Vehicles)						
2	Fleet telematics	Each (8 Vehicles)						
3	Remote immobilization services	Each (8 Vehicles)						
	Subtotal							
	VAT @ %							
	Total							
	Overall Total (Vat Exclusive)							
	Overall Total (Vat Inclusive)							

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and Performance standards 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	GPS tracking devices and associated hardware.		
2	Installed and commissioned tracking units in eight (8) DBN vehicles.		
3	Real-time vehicle tracking and monitoring services.		
4	Web-based fleet management portal.		
5	Driver behaviour monitoring capability.		
6	Geofencing and alert functionality.		
7	Fuel and mileage tracking functionality where supported.		
8	Remote vehicle immobilisation functionality.		
9	Automated and ad hoc reporting capability.		
10	Hosting, licensing, and data management services.		
11	Maintenance and device replacement services.		
12	24/7 support and monitoring services.		
13	Fleet advisory support and theft recovery coordination services.		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
14	Testing, commissioning, and acceptance documentation.		

* 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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity https://eprocurement.gov.na/documents or https://www.dbn.com.na/procurement except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

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].

Clause	**Contract Data**
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from _____
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by _____ or by an additional period of _____ months, renewable on an annual basis.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: **Titus Ndove** **Chief Executive Officer (Accounting Officer)** **Development Bank of Namibia** **Email: procurement@dbn.com.na** The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least:_____
GCC 2.7 Reporting Obligations	The Service Provider shall report to: **Alexander Lupandu** **Operations Manager** **Development Bank of Namibia** **ALupandu@dbn.com.na** **+264-61-290 8094**
GCC 2.10 Performance Security	Not applicable

GCC 4.2 **Contract Price**	The amount payable is: _____ per month.
GCC 4.3 **Terms of Payment**	Payments will be made to the Service Provider on a monthly basis within thirty (30) after receipt of invoice.
GCC 4.5 **Price Adjustment**	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

NOTE: Examination and evaluation of bids shall be in accordance with the provisions of Public Procurement Act, 2015 (Act No. 15 of 2015), Section 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."

Description	**Attached (please tick if submitted and cross if not)**
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	
submit a copy of a **valid certificate of business registration,** substantiated by BIPA **Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).	
submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).	
submit an original or a certified copy of a **valid Good Standing Social Security Certificate**, **valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).	
submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and	

Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).	
submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).	
submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees**, **Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.	
Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).	
submit a signed **Bid Securing Declaration**.	
must complete the Company Shareholding Information form.	
is the bid valid for the period of one hundred and eighty working days? **A bid valid for a shorter period shall be rejected.**	
is the Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder in **English?**	
Bidder must provide a minimum of three (3) contactable reference on client company letterhead for the provision of vehicle tracking, fleet telematics and or remote immobilisation or related services in a corporate or public sector in the last five (5) years	
Submit a declaration on its company letter head confirming financial stability and capacity to support the multi-year contract.	
Bidder to submit system architecture overview, sample report and platform screen shots or video presentation of the tracking system.	
Bidder must provide evidence of device manufacturer warranty.	
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.	
In addition to Section IV: Priced Activity Schedule, the bidder must submit a detailed quotation on its company letterhead, outlining all cost line items.	
Bidder to submit system architecture overview, sample report and platform screen shots or video presentation of the tracking system.	
Bidder must operate a company registered for the provision of	

vehicle tracking or related vehicle hire services (registration/founding statement submitted with the bid document, must ascertain the services provided).	

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.