



EXPRESSION OF INTEREST (EOI):

**THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ELECTRONIC
PROCUREMENT SOLUTION FOR THE BANK OF NAMIBIA**

CLOSING DATE: FRIDAY, 20 JUNE 2025 AT 12:00

EOI NUMBER 03/2025

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ELECTRONIC
PROCUREMENT SOLUTION FOR THE BANK OF NAMIBIA.

ANY INFORMATION CONTAINED HEREIN DOES NOT CONSTITUTE AN EXPRESSED
OR IMPLIED CONTRACT OR OFFER.

THE SUBMISSION MUST BE SEALED IN AN ENVELOPE CLEARLY MARKED " **THE
SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ELECTRONIC
PROCUREMENT SOLUTION FOR THE BANK OF NAMIBIA**" AND MUST BE HAND
DELIVERED TO:

**THE BANK OF NAMIBIA
71 ROBERT MUGABE AVENUE
WINDHOEK
NAMIBIA**

Yours sincerely,

A handwritten signature in black ink, appearing to be "DK", written over a horizontal line.

David Kambinda

DEPUTY DIRECTOR: PROCUREMENT AND FACILITIES MANAGEMENT



1. OBJECTIVE OF THE EOI

The Bank of Namibia is seeking to assess the market's capabilities and availability of an end-to-end e-procurement solution. The primary objective is to support and enhance the Bank's operational, tactical, and strategic procurement activities.

The overarching goal is to increase efficiency, transparency, and effectiveness in procurement processes across the Bank. This initiative aims to streamline procurement workflows, improve supplier management, and enable data-driven decision-making through a comprehensive e-procurement platform.

Interested vendors are invited to demonstrate their capabilities, experience, and solutions that align with these requirements.

2. INTRODUCTION AND BACKGROUND

Bank of Namibia (referred to as "the Bank") invites proposals from qualified and reputable entities (hereinafter referred to as "Respondents," "Bidders," "Vendors," or "Service Providers") for the qualification process to shortlist service providers for an e-Procurement Solution. The selected Service Provider may serve as the System Integrator responsible for delivering a solution that supports the Bank's procurement activities. This includes, but is not limited to, the design and hosting of a fully secure, internet-based interface. The Bank retains exclusive discretion to manage the e-procurement events associated with its procurement processes

3. INVITATION TO BIDS

This EOI is an invitation for bidders. No contractual obligation on behalf of the Bank whatsoever shall arise from the EOI process unless and until a formal contract is signed & executed by duly authorized officers of the Bank and the successful bidder. However, until a formal contract is prepared and executed, the offer together with Bank's written



acceptance & notification of award shall constitute a binding contract with the successful bidder.

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the EOI document. Failure to furnish any information required by the EOI document or to submit a bid not substantially responsive to the EOI document in every respect will be at the Bidder's risk and shall result in the rejection of its bid. The procedure and terms & conditions for submission of bids are enumerated in this EOI.

All offers of the bidders shall be unconditional and once accepted whether with or without modifications by the Bank shall be binding on the Bidder.

The Bank of Namibia requires that bidders that are participating observe the highest standards of ethics.

4. SCOPE OF WORK

The scope of work shall cover enabling of hosted e-procurements solution for procurement of goods, services for the Bank.

- i. Bidder should have their own infrastructures e.g. Software, Database, connectivity and expertise in conducting e-Procurement.
- ii. Bidder should ensure the existence of adequate and secure infrastructure including firewall, intrusion detection, Prevention systems etc. The system shall be scalable and shall permit expansion of both the capacity and functionality.
- iii. The bidder will also provide the details regarding the redundancy available at their primary site in case of any eventuality.
- iv. The system should support encryption for sensitive data and information while in transfer. Data should be encrypted and stored in secured format.
- v. The system should cover full life cycle of purchase (end-end solution).
- vi. Bidder shall customize the software suitable for Bank's technical and functional requirements.



- vii. The selected Bidder shall have a single point of contact with whom the Bank will deal for any activity pertaining to the requirements.
- viii. The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document.
- ix. Bidder should provide training to all participating bidders in online bidding as well as on comprehensive use of online bidding tool and obtain confirmation to this effect from them and provide dedicated Help-line during events. The bidder should note that no additional charges are payable for training the participating bidders for every event.
- x. The bidder shall also provide Training to Bank's Procurement Team (Minimum of 20) on administering, monitoring, supervising and usage of the e-procurement solution without any cost to the Bank.
- xi. The Authorised officials of the Bank should be able to view the online activities, generate all the essential reports required for analysis of the online bidding as well as historical data comprising of sourcing or bid history, suppliers login data, online bidding summary and price breakups etc. In case of dispute in e-sourcing, e-tendering and e-auction, bidder has to provide all the required information/data/log reports/audit trails and all other relevant information of the event.
- xii. Support and Help desk services on connectivity & other technical issues should be available while conducting the on-line procurement events.
- xiii. The bidder should have in place a documented quality and audit process. A copy of the same shall be made available along with the technical bids.
- xiv. Bidders participating in tenders shall be given system generated user ids and passwords. The bidders should be able to log in to the system from anywhere via internet and submit their responses/bids. A bidder participant should not be able to see other participants' bid.
- xv. The bidders will be requested to present their solution to the bank prior to further engagement or appointment.



- xvi. The solution proposed should ensure compatibility with SAP.
- xvii. The proposed solution should demonstrate alignment with modular, secure, and interoperable architecture principles, in line with the Bank's Enterprise Architecture and IT Governance approach. Bidders should outline how their solution enables integration with core institutional systems, supports secure data exchange, and allows for deployment flexibility, including hosted, hybrid, or on-premises models. Furthermore, bidders are encouraged to describe how their solution facilitates automation of the procurement lifecycle, supports scalable workflows, and is designed to accommodate future modular enhancements. While no detailed specifications are required at this stage, Annexure A provides a high-level reference architecture to guide conceptual alignment with the Bank's strategic, security, and operational expectations.

5. BENEFIT REALISATION

The e-procurement solution must be able to meet the following key points:

- **Reduced Transaction Time:** individual business activities (transactions) to be completed much more quickly; they are not restricted by office hours and with limited human intervention, thus increasing the capacity to complete transactions on a real-time basis.
- **Electronic catalogues:** the development of e-catalogues that enable organization to market their product offer electronically, this has been a fantastic marketing tool for sellers and for buyers, there is price transparency (you can easily see how much items cost) and buyers can compare offers from various e-catalogue vendors.
- **Increased Standardization:** With the electronic catalogues mentioned, the suppliers to offer a more standardized offer, thus allowing buyers to easily compare the offers from e-catalogues. If in doubt samples will be requested in order for the Bank to do the assessment.



- **Wider Spread Supplier Bases:** Because the virtual e-procurement portals are web-based, buyers can search suppliers worldwide, meaning a wider selection of products and services are available to the organization meaning that when items are not available locally, it is still possible to source these.
- **Increase Productivity:** As e-procurement automates some of the procurement and wider business processes typically handled by employees, this will free up time for the team to spend on more strategically significant functions and tasks.
- **More Cost Efficient:** With time reductions and increased supplier selection, development of trading communities, more opportunities for purchasing surplus goods and services at below market price, and much more.
- **Consolidation of Preferred Vendors:** Some low-volume vendors may eventually become eradicated from the network of suppliers via e-procurement, resulting in more purchases being directed to preferred vendors and increased discounts becoming available. However, specialist suppliers are better able to continue to operate in an e-procurement environment due to lower transaction costs.
- **Reduced Time/Cost of Transactions:** Because e-procurement automates a large chunk of the procurement process, it reduces the time and money spent on the purchasing cycle as a whole.
- **One centralized platform:** The bank is expecting to use the e-procurement system to upload/capture the following documents and activities on the Portal.
 - a) Annual Procurement Plans (APP),
 - b) Individual project activities and details of contact person,
 - c) Notices of advertisements,
 - d) Bidding documents for each project activities,
 - e) Bid opening report,
 - f) Executive summary of evaluation report,
 - g) Notices of award,
 - h) Notices of Cancellation,
 - i) Assets reports e.g eAuction.



6. SYSTEM FUNCTIONALITY REQUIREMENTS

Below are the functionalities that are expected to be met by the solution for a full life cycle of e-procurement system.

- a) Creation of Requirement (sourcing of quotation)
- b) Creation of Tender document online
- c) Cancel/Re-invite Tender
- d) Approve Tenders online
- e) Create Bidding formats
- f) Centralized Registration of Vendors/ Contractors
- g) Uploading of Tenders
- h) Downloading of Tender submissions by prospective Vendors
- i) Pre-Bid Queries
- j) Facility for online Pre-Bid Meetings
- k) Publish Minutes of Pre-Bid Meeting
- l) Publish replies to the Pre-Bid Queries
- m) Submit Bids Online
- n) Upload attachments to Tender
- o) Technical and Financial Evaluation
- p) Uploading of Technical Scores for Bids
- q) Opening of Bids
- r) Processing of Bids
- s) Bids evaluation
- t) E sourcing, e tendering eAuction functionality
- u) Tracking and displaying the Auction results
- v) Publish Tender Results
- w) Tender Award notification
- x) Audit Trail
- y) Compatibility with SAP

7. VENDOR REGISTRATION FORM

Participants must download a "Vendor Registration Form" from the BON website and submit it along with all required mandatory documents listed below and a detailed Company Profile demonstrating their capability and capacity to deliver these services.



With each proposal, interested bidders are required to submit the following documents, in addition to the information related to the technical and price. All copies must be certified.

7.1 Mandatory documents:

NB: Mandatory documents as listed in (a,b,c,g,i,&j) shall also apply to foreign service providers.

- a) Completed and signed Bank of Namibia supplier registration form.
- b) Entity's Legal Registration or incorporation documents.
- c) Audited Financial Statements – Not older than two (2) years for companies, and six (6) months bank statements for Small and Medium-sized Enterprises (SME's).
- d) Social Security Commission Good Standing Certificate – Not older than thirty (30) days (or relevant social contribution body in foreign jurisdictions).
- e) Good Standing Certificate from Inland Revenue (or relevant tax authority in other jurisdictions) – Not older than thirty (30) days.
- f) 'SME' Certificate, Compulsory for all entities that are SMEs (any similar document which suggests the size of the entity from relevant foreign authorities).
- g) Resolution on Entity's letterhead authorizing signatory to sign on behalf of the Entity.
- h) Namibia Preferential Procurement Corporation Certificate (Previously Disadvantaged Namibian Status) – The percentage and status of equity participation/ownership by previously disadvantaged people in the Entity.
- i) Company profile consisting of Ownership and Management structure
- j) Certified copy Identification Documents of all shareholders.

Should any one of the above-mentioned pieces of information and /or documentation not be attached, the bid will be deemed non-responsive and disqualified from the prequalification process.



NB: Only original or valid certified copies will be accepted.

8. INSTRUCTIONS TO BIDDERS

Please note that:

- (i) The Bank is not bound to accept any of the EOI submitted.
- (ii) The bank is uncertain about the Service Providers' interest in providing such a system hence the Bank hereby requests an EOI from interested parties to determine whether there is capacity in the market.
- (iii) The Bank may, but is not obligated to, initiate a further competitive bidding depending on the interest.
- (iv) The result of this EOI may not necessarily lead to an award and does not constitute a commitment to buy or contract.
- (v) All material submitted in response to this Request for EOI shall become the property of the Bank and may only be returned at the Bank's discretion.
- (vi) Any changes or modifications to this Request for EOI shall be made in writing and will be issued by the Bank.
- (vii) The Bank shall not be obliged to provide any reason or enter into any dialogue with any service provider not selected and or removed from facilitating the service.
- (viii) Any request for extension of date of submission of the EOI will not be entertained. However, the Bank may at its sole discretion extend the deadline or allow prospective service provider(s) a reasonable time to take the amendment/changes, if any, into account.
- (ix) The Bank shall not be responsible for any delay or non-receipt/ non-delivery of the documents in relation to the Submission.
- (x) This document is meant to provide information only and upon express understanding that the service providers will use it only for the purpose(s) set out herein.
- (xi) The Bank reserves the right to reject any or all service providers without assigning any reasons thereof and without incurring any liability or any obligation to inform the affected service provider (s) or third person on the grounds of the Bank's action. The decision of the Bank shall be final, conclusive, and binding on all the service



providers and their authorized representatives, and the same shall not be capable of being questioned / challenged in any form.

- (xii) The Bank reserves the sole right to cancel the EOI at any stage without assigning any reason.
- (xiii) Shortlisted bidders will be requested to do a full demo of their solution to the bank.

9. CONTACT INFORMATION

All correspondence related to this EOI should be in writing and directed to:

Ms Delila Matengu @ Delila.Matengu@bon.com.na

Annexure A – High-Level Reference Architecture

