



EXPRESSION OF INTEREST (EOI):
EMPANELMENT OF LAW FIRMS FOR EXTERNAL LEGAL SERVICES
CLOSING DATE: WEDNESDAY, 15 APRIL 2026 AT 12:00
EOI NUMBER 01/2025

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

THE SUBMISSION MUST BE SEALED IN AN ENVELOPE CLEARLY MARKED
“EMPANELMENT OF LAW FIRMS FOR EXTERNAL LEGAL SERVICES” 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 read 'David Kambinda', written over a horizontal line.

David Kambinda

DEPUTY DIRECTOR: PROCUREMENT AND FACILITIES MANAGEMENT



1. BACKGROUND

The Bank of Namibia (the Bank) is the Central Bank of the Republic of Namibia. The Bank is responsible for providing banking services to the Government of the Republic of Namibia, regulating the banking industry, overseeing payment systems, and administering exchange control functions on behalf of the Ministry of Finance.

2. PURPOSE

The Bank invites suitably qualified law firms to submit Expressions of Interest (EOI) for appointment to the Bank of Namibia Legal Panel (the Panel) for a period of three (3) years, commencing February 2026, subject to the successful conclusion of a Service Level Agreement.

3. SCOPE OF LEGAL SERVICES REQUIRED

The Bank requires external legal services in the following areas (but not limited to):

3.1 Litigation and Dispute Resolution

Representation in litigation, conciliation, mediation, arbitration and other proceedings before:

- Labour Commissioner;
- Magistrates' Court;
- Labour Court;
- High Court of Namibia;
- Supreme Court of Namibia;
- Any other relevant tribunal or forum.

Appointed firms must ensure efficient and effective internal procedures to avoid prescription, barring of claims, adverse cost orders, and default judgments against the Bank.

3.2 Advisory Services

Provision of general legal advice, guidance, and assistance on:

- Litigation, dispute resolution, and alternative dispute resolution mechanisms;
- Financial, corporate, and commercial legislation, regulations, standards, and directives;
- Banking regulation and supervision;
- Payment systems regulation and supervision;
- Insurance and investments;



- Exchange control;
- Tax matters;
- Company law and corporate transactions;
- Financial services regulatory compliance.

3.3 Regulatory Matters

Legal support and advice on disputes, complaints, and regulatory matters involving statutory regulators and bodies, including but not limited to:

- Namibia Financial Institutions Supervisory Authority (NAMFISA);
- Namibia Competition Commission;
- Communications Regulatory Authority of Namibia (CRAN);
- Namibia Revenue Agency;
- Financial Intelligence Centre;
- Other relevant regulatory bodies.

3.4 Other ad hoc specialised services.

4. SUBMISSION REQUIREMENTS

Applicants must submit a comprehensive EOI comprising the following mandatory components:

1. **Completed Annexure A:** Areas of Legal Expertise;
2. **Completed Annexure B:** Minimum Response Requirements (Company Profile);
3. **Completed and signed Annexure C:** Conflict of Interest Declaration;
4. **Completed and signed Annexure D:** Declaration of Accuracy;
5. A formal motivation demonstrating the firm's suitability to provide the required services.

Failure to provide complete information as specified in Annexure B may result in disqualification.



5. SUBMISSION PROCESS AND DEADLINE

5.1 Format

Submissions must be provided in both:

- One (1) hard copy (bound);
- One (1) electronic copy (USB).

All materials must be placed in a sealed envelope clearly marked: **'EOI: Appointment to 2026-2029 BON Legal Panel'**.

5.2 Delivery

Hand delivery to:

Bank of Namibia 71 Robert Mugabe Avenue Windhoek Namibia, **Attention: Mavis Prusent**
Deadline: 12:00 on 15th of April, 2026.

Note: Submissions by telegram, email, facsimile, or similar medium will not be accepted. The Bank shall not be responsible for late or non-delivery of submissions.

5.3 Enquiries

All queries must be directed to: **Mavis Prusent** Email: Mavis.Prusent@BON.COM.NA

6. EVALUATION AND SELECTION PROCESS

6. Only shortlisted applicants will be contacted.
7. Submitted documents will not be returned.
8. Any form of canvassing by an applicant to Bank employees or Board members will result in automatic disqualification.
9. The Bank reserves the right to reject any or all applications without providing reasons and without incurring any liability.
10. The Bank's decision shall be final, conclusive, and binding on all applicants.



7. TERMS OF APPOINTMENT

7.1 Panel Period

Successful applicants will be appointed for a period of three (3) years, subject to the Bank's right to remove any firm at its sole discretion.

7.2 Service Level Agreement

Successful applicants must conclude a Service Level Agreement (SLA) with the Bank within thirty (30) calendar days of written notification of appointment. The SLA will include agreed service levels and fee structures. Failure to conclude the SLA within the specified timeframe will result in automatic lapse of the appointment.

7.3 Fee Validity

Pricing submitted must remain valid until 31 December 2026 or the first anniversary date of contracting, with annual renewal thereafter.

7.4 Confidentiality and Non-Disclosure

Empanelled firms must not advertise, publish, or disclose their appointment to the Panel in any form without prior written consent from the Bank.

8. IMPORTANT NOTICES

1. **EOI Costs:** The Bank shall not be liable for any costs incurred by applicants in preparing or submitting their EOI.
2. **Ownership:** All submitted materials become the property of the Bank and may only be returned at the Bank's discretion.
3. **Amendments:** The Bank may issue written amendments to this EOI. Applicants will be notified of any changes.
4. **Deadline Extensions:** The Bank may, at its sole discretion, extend the submission deadline.
5. **Cancellation:** The Bank reserves the right to cancel the EOI process at any stage without assigning reasons.
6. **Due Diligence:** Applicants are expected to fully examine all conditions and requirements before submission. Failure to do so is at the applicant's own risk.
7. **Discrepancies:** Applicants must notify the Bank in writing of any discrepancy, error, or omission before the submission deadline.



9. DISCLAIMER

This document has been prepared in good faith. Neither the Bank of Namibia nor any of its employees make any representation or warranty, or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.



ANNEXURE A

AREAS OF LEGAL EXPERTISE

(To be completed and submitted as part of the EOI)

Instructions: Please list all areas of legal expertise your firm offers, along with relevant client references and contact details for services provided in the last 24 months.

Area of Legal Expertise	Client Name	Client Contact Details
<i>Example: Civil Litigation - Magistrates' Court</i>	<i>Client Name</i>	<i>Email / Phone</i>



ANNEXURE B

MINIMUM RESPONSE REQUIREMENTS

(Company Profile - To be completed and submitted as part of the EOI)

Applicants must provide the following minimum information and supporting documents:

1. Primary Contact Person

All correspondence will be directed to this person:

- Title
- Full Name
- Telephone Number
- Cellular Number
- Email Address

2. Company Details

- Full registered name of law firm
- Company registration number (if applicable)
- Income Tax Certificate (attach copy)
- VAT Registration Certificate (attach copy)
- Good Standing Certificate from Namibia Social Security Commission (attach copy)
- Good Standing Certificate from Namibia Revenue Agency (attach copy)
- Physical address
- Postal address
- Telephone number
- Facsimile number
- Email address
- Website, LinkedIn, and Twitter addresses (if applicable)

3. Company History, Ownership, Structure, and Transformation

- Brief company history, including date of establishment
- Current ownership structure with documentary evidence (shareholder agreement or partnership agreement, including all accessions)
- Percentage ownership and/or employment equity information relating to previously disadvantaged individuals
- Overall employee complement indicating: partners, directors, consultants, associates, admitted legal practitioners/conveyancers, gender and diversity profile
- Details of contribution to skills development and training programs over the last two (2) years
- International footprint, specifically in Africa (if applicable)



- Black Economic Empowerment (BEE), Affirmative Action (AA), and Corporate Social Responsibility (CSR) initiatives
- Affirmative Action Compliance Certificate (if applicable, not older than one year)

4. Key Legal Service Team

For each member of the proposed team, provide:

- Position/Title
- Gender
- Full names
- Identity number
- Years of experience
- Specific area(s) of legal expertise
- Contact details (telephone, cellular, facsimile, email)

5. Previous Legal Services Involving Bank of Namibia

Disclose any instances where your firm has acted for or against the Bank of Namibia or its subsidiary companies, including:

- Nature of the matter
- Current status (pending or resolved)
- Outcome (if resolved)

6. Professional Indemnity and Fidelity Insurance

- Current professional indemnity insurance coverage amount
- Name of underwriter(s)
- Fidelity Fund Certificate (attach copy)

7. Fees and Disbursements

For each practice area identified in Annexure A, provide:

- Hourly fee structure per level of practitioner
- Disbursement structure and fee structure related to disbursements
- Charges for informal attendances and 'postage and petties'

8. Value-Added Offerings

Detail any complimentary services offered to the Bank, such as:

- Legal newsletters or updates
- Training sessions or workshops
- Conferences or seminars
- Other professional development opportunities

Indicate any associated costs.



9. Information Security and Risk Management

- Technical and organisational measures in place to prevent loss of or unauthorised access to the Bank's confidential information.
- Details of any third-party service providers who may have access to the Bank's confidential information.



ANNEXURE C

CONFLICT OF INTEREST DECLARATION

(To be completed, signed, and submitted as part of the EOI)

Declaration on behalf of:

(Insert full name of Applicant)

I, _____, the undersigned, for and on behalf of the Applicant, hereby declare the following:

NO CONFLICT OF INTEREST EXISTS

No conflict of interest exists between:

- employees of the Applicant and the Bank of Namibia or its group of companies; or
- clients of the Applicant and the Bank of Namibia or its group of companies (where clients are competitors of the Bank).

OR

A CONFLICT OF INTEREST OR POTENTIAL CONFLICT OF INTEREST EXISTS

A conflict of interest and/or potential conflict of interest exists between:

- employees of the Applicant and the Bank of Namibia or its group of companies; and/or
- clients of the Applicant and the Bank of Namibia or its group of companies (where clients are competitors of the Bank).

Details of the conflict of interest and/or potential conflict of interest:

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Signature: _____

Name: _____

Designation/Capacity: _____

Date: _____



ANNEXURE D

DECLARATION OF ACCURACY

(To be completed, signed, and submitted as part of the EOI)

I, _____, the undersigned,

acting for and on behalf of

(Insert full name of Applicant)

hereby declare that:

8. I am duly authorised by the Applicant to sign this declaration and submit this Expression of Interest on behalf of the Applicant;
9. All information and documents submitted in response to the Bank of Namibia's Request for Expression of Interest are true, accurate, and correct to the best of my knowledge and belief;
10. I understand that any false, misleading, or incomplete information may result in disqualification or termination of appointment;
11. I have read and understood all terms and conditions set out in this Request for Expression of Interest.

Signature: _____

Name: _____

Designation/Capacity: _____

Date: _____

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