



EXPRESSION OF INTEREST

**EOI NAME: MARKETING SERVICES AND PRODUCTS SUPPLY
REFERENCE NUMBER: 202507 - 01**

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A. INTRODUCTION

Overview

Bank Windhoek Limited (the Bank) is a subsidiary of Capricorn Group (the Group). The Group is a Namibian registered investment holding company and has been listed on the Namibian Stock Exchange (NSX) since 20 June 2013. It has two banking subsidiaries operating in Namibia and Botswana, with other subsidiaries and associates providing adjacent and complementary products and services.

Purpose of Expression of Interest

The purpose of this Expression of Interest (EOI) is to invite suppliers to submit their interest in providing goods and/or services as specified in this invitation document. The EOI process will assist the Bank in identifying potential suppliers who can meet the required standards, deliver quality products and services, as it relates to its Marketing related needs.

By participating in this process, suppliers will have the opportunity to demonstrate their capabilities, experience, and suitability to meet the Bank's supply needs. This EOI serves as the first step in selecting the most appropriate partner for the Bank's procurement requirements and will lay the groundwork for further discussions and potential contract negotiations.

Additionally, the Bank seeks to gain a more detailed understanding of the supplier market and the range of solutions that may be available. As such, this EOI process may represent the first stage in a multi-stage procurement process.

B. INVITATION DETAILS

Contact Person

Name:

Business Unit:

Email:

Telephone:

Indicative Timetable

Invitation Date:

Clarification Due Date:

Submission Due Date:

Lodgement of Submission [Electronic Submissions Only]

Email:

NOTE: All submissions must be made electronically and directed to the contact person at the email address provided above.

C. REQUIRED SERVICES AND PRODUCTS

Advertisement Platforms

- Supply of indoor and outdoor platforms (billboards, signage boards, and related visuals including design layout)

Event Management and Supply

- Catering (food service, buffet, plated meals, drinks bar setup)
- Event Equipment Hire (tables, chairs, linens, tents, furniture)
- Décor & Florist (flowers, centrepieces, themed decorations)
- Event Planners

Entertainment Activities

- Live Band
- DJs
- MCs/Professional presenters
- Photographer & Videographer
- Interactive Activities (photo booths, games, mascots etc.)
- Teambuilding hosting and facilitation

Branding and Supply of Promotional Items

- Outdoor branding items (Pull- up banners, teardrops, wall banners, telescopic banners, flag banners, and other alternatives)
- Printing Services (Diaries, calendars, brochures, flyers, booklets, business cards, posters, annual reports, customised certificate frames etc.)
- Branded Merchandise and Clothing
- Corporate items for gifts

Marketing communication and brand management

- Graphic Design Services (Animations, motion, and sound design)
- Event Activation Services
- Event Structures service providers (Supply and set up of Trade fair stalls, Gazebos, etc.)
- Freelance Copywriting Services (ad hoc requests)
- Professional voice actors (Recording of radio adverts and voiceovers)
- Make-up Artists

- Social Media Influencers

Equipment Hire and Operation

- Vehicles and Trailers (transportation of equipment)
- Electronic Equipment Supply (Digital cameras; portable security cameras and related equipment/accessories)
- Event branding equipment management (Site planning, storing, equipment safety, risk assessment etc.)
- Miscellaneous events and branding equipment set-up supplies
- Audio-Visual (AV) & Lighting (screens, projectors, sound system, stage lighting)

D. SUBMISSION DETAILS

Respondent's Details

Entity Name:

Head office physical address:

Contact person:

Email:

Telephone:

Services and/or products offering:

NOTE: It is crucial that the supplier focuses on their area of expertise rather than expressing interest in all items listed under Section C.

Location / Geographical Region

Select regions where your entity is actively operating in.

Region	Yes	No
Erongo	<input type="checkbox"/>	<input type="checkbox"/>
Hardap	<input type="checkbox"/>	<input type="checkbox"/>
Karas	<input type="checkbox"/>	<input type="checkbox"/>
Kavango East	<input type="checkbox"/>	<input type="checkbox"/>
Kavango West	<input type="checkbox"/>	<input type="checkbox"/>
Khomas	<input type="checkbox"/>	<input type="checkbox"/>
Kunene	<input type="checkbox"/>	<input type="checkbox"/>
Ohangwena	<input type="checkbox"/>	<input type="checkbox"/>
Omaheke	<input type="checkbox"/>	<input type="checkbox"/>
Omusati	<input type="checkbox"/>	<input type="checkbox"/>
Oshana	<input type="checkbox"/>	<input type="checkbox"/>
Oshikoto	<input type="checkbox"/>	<input type="checkbox"/>
Otjozondjupa	<input type="checkbox"/>	<input type="checkbox"/>
Zambezi (formerly Caprivi)	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirements

The Respondent's submission to the Bank should be accompanied by the following documents:

1. Fully completed and signed EOI document
2. BIPA Business registration document (certified)
3. Business profile (Presentation slides, PDF converted – not more than 10 slides)
4. Minimum x 3 Reference Letters on company letter head (Letter should be less than 3 months old)

Namibian-owned MSMEs are encouraged to express their interest. If applying as an SME, please include a valid SME certificate from the Ministry of Industrialisation and Trade, issued within the last year.

NOTE: All documents should be submitted in PDF format.

E. TERMS AND CONDITIONS

Acceptance of Conditions

By submitting a response to this EOI, the respondent acknowledges and agrees to be bound by the terms and conditions outlined in this document.

Response Submission Costs

There are no fees associated with the EOI submission. However, any costs incurred relating to the preparation and submission process are the sole responsibility of the party supplying the response. The Bank will not be held liable for any cost incurred while preparing or responding to this EOI.

Award and Contracting

This invitation is not an offer. It is a formal request to submit response for the supply of goods and/or services in response to the Bank's requirements set out in this document. Nothing in this Invitation is to be construed as creating any commitment (express or implied) between the Bank and any of the Respondents.

Communication

All communications relating to this Invitation and the EOI process must be directed to the contact person as specified in this document.

Warranties by Respondent

By submitting a response, the Respondent warrants that:

- (a) in lodging its response, it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the Bank or its representatives other than any statement, warranty or representation expressly contained in the invitation document;
- (b) it has examined this Invitation, and any other documents referenced or referred to herein, and any other information made available in writing by the Bank for the purposes of submitting a response;
- (c) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its response;
- (d) it otherwise accepts and will comply with the terms and conditions set out in this Invitation; and
- (e) it will provide additional information in a timely manner as requested by the Bank to clarify any matters contained in the Respondent's submission.

The Bank's Rights

Notwithstanding anything else in this Invitation, and without limiting its rights at law or otherwise, the Bank reserves the right, in its absolute discretion at any time, to:

- (a) at any time up to the last date for receipt of responses, the Bank may for any reason, whether at its own initiative or in response to a clarification requested by a Respondent, modify the Invitation document by an amendment; or
- (b) terminate the participation of any Respondent in the EOI process.

Confidentiality

- For the purposes of this clause, “Receiving Party” will refer to the party who is receiving Confidential Information and the “Disclosing Party” will refer to the party who is disclosing Confidential Information to the Receiving Party.
- “Confidential Information” means information of a confidential or proprietary nature in whatever form, and without limiting the generality of the term, shall include any of the following information and/or material disclosed or communicated between the Parties with reference to this EOI:
 - i. technical, scientific, commercial, financial or market information, or trade secrets;
 - ii. data concerning business relationships, processes, services, personnel, customers, architecture, information, demonstrations, or machinery;
 - iii. plans, designs, drawings, functional and technical requirements, and specifications;
 - iv. information relating to the Respondent’s strategic objectives and planning for both its existing and future information technology needs;
 - v. information contained in or constituting the Disclosing Party's hardware or software, including third party products, and associated material documentation;
 - vi. property that is proprietary to the Disclosing Party or that is proprietary to a third party and in respect of which the Disclosing Party has rights of use or possession;
 - vii. information concerning faults or defects in the Disclosing Party's systems, hardware and/or software or the incidence of such faults or defects;
 - viii. agreements to which the Disclosing Party is a party; and
 - ix. all other information in whatever form, whether or not subject to or protected by common law or statutory laws relating to copyright, patent, trademarks, registered or unregistered, or otherwise;
 - x. information which by its nature or content is identifiable as confidential and/or proprietary to the Disclosing Party and/or any third party in relation to or arising out of the Transaction, or

which although not directly related to the Transaction is nevertheless disclosed as a result of or in connection with the parties' discussions of the Transaction;

- The obligations of the Receiving Party pursuant to the provisions of this document shall not apply to any information that:
 - i. Is lawfully known to or in the possession of the Receiving Party prior to disclosure thereof by the Disclosing Party or the Receiving Party's neglect and/or unlawful act or omission;
 - ii. is or becomes publicly known, otherwise than pursuant to a breach of the terms and conditions in this document by the Receiving Party;
 - iii. is developed independently by the Receiving Party in circumstances that do not amount to a breach of the provisions of this document and without reference to the Confidential Information of the Disclosing Party;
 - iv. as received by the Receiving Party from a third party who is entitled to disclose such information free of restriction and without obligation (whether contractual, legal, fiduciary or otherwise) to the Disclosing Party;
 - v. is disclosed by the Receiving Party to satisfy the order of a court of competent jurisdiction or to comply with provisions of any law or regulations in force from time to time, provided that in these circumstances, the Receiving Party shall advise, if possible, the Disclosing Party in writing prior to such disclosure to enable the Disclosing Party to take whatever steps it deems necessary to protect its interest in this regard; and provided further that the Receiving Party will disclose only that portion of the information which it is legally required to disclose and the Receiving Party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent possible in the circumstances.
- The Bank and the Respondent will both take reasonable steps to protect the other party's Confidential Information.
- The Bank undertakes to keep all information regarding the information which is disclosed to it by the Respondent, and which is not publicly available information strictly confidential and shall only be entitled to utilize such information to the extent as may be authorised by the Respondent in writing.
- Neither party will disclose the other party's Confidential Information, including information that has not been expressly identified as being confidential, including but not limited to: information disclosed verbally, in writing or by any other means, exchanged as part of the EOI or any analysis,

compilation, study, summary, extract or in a document of any description, developed by the Bank relating to any of the information previously mentioned.

- Each party may disclose the other party's Confidential Information to anyone who is directly involved in the EOI process on that party's behalf, but only for the purpose of participating in the EOI. This could include (but is not limited to) officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals, or directors. Where this occurs, the disclosing party must take reasonable steps to ensure the third party does not disclose the information to anyone else and does not use the information for any purpose other than participating in the EOI process.

F. AGREEMENT

I/We hereby respond to this EOI subject to the terms and conditions as indicated in this document and I/we acknowledge that I/we have read and understood and have fully acquainted ourselves therewith.

Signature of Respondent:

Capacity of Signatory:

Name of Signatory:

Date: