

Request for Proposal for the Provision of Website Services

Procurement No: CS/RFP/LLPBN-85/2026

LIVESTOCK AND LIVESTOCK PRODUCTS BOARD OF NAMIBIA

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APRIL 2026

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LETTER OF INVITATION

Dear Sir/Madam,

Subject: Website Services

You are hereby invited to submit technical and financial proposals for a consultancy services required under Livestock and Livestock Products Board, which could form the basis for future negotiations and ultimately, a contract between the successful consultant and the LLPBN.

1. Purpose of the Assignment is to:

- (a) Develop a new LLPBN Website
- (b) Maintenance of the new LLPBN Website (12 months).

2. Enclosures:

The following documents are enclosed to enable you to submit your proposal:

- (a) The Terms of Reference (TOR) [Annexure 1];
- (b) Supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
- (c) A sample format of the Service Contract under which the service will be performed [Annexure 3]

3. Any request for clarification should be forwarded in writing to compliance@nammic.com.na or ChiefIT@nammic.com.na . Request for clarifications should be received 3(three) days prior to the deadline set for submission of proposals.

4. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

5. Eligibility Criteria

I. To be eligible to participate in this process, you should:

- a) Have a **valid certified company Registration** (copies that were certified before and re-copied and recertified will be rejected);
- b) **Two (2) valid references** from companies that the bidder has Provided satisfactory performance on previous projects of website design and maintenance (references should **not be older than two years**)
- c) Minimum of **8 years' experience** in website design, development, and maintenance.
- d) Submit a **portfolio of at least two (2) previously developed websites**, including URLs and a brief description of the work performed.
- e) Have an **original valid good Standing Tax Certificate** or certified copy (copies that were certified before and re-copied and recertified will be rejected);
- f) Have an **original valid good Standing Social Security Certificate** or certified copy (copies that were certified before and re-copied and recertified will be rejected);
- g) Have a **valid certified copy of Affirmative Action Compliance Certificate**, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- h) Submit **signed Bid-securing Declaration**.
- i) A hard copy of the bidding document and should be initialled on each page.
- j) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;
- k) Complete and submit a signed **no conflict of interest form attached** in relation to this tender
- l) If you have been blacklisted or restricted from entering into procurement contracts with any public entity in Namibia at the time of submitting your bid, or during the evaluation process, your bid will be disqualified

You are required to declare:

- Any past or current blacklisting
- Any contract that was terminated due to non-performance or failure to complete the assignment

Please provide sufficient details to allow for a fair assessment

6. Submission of Proposals

The proposals from the consultants shall be submitted in two separate envelopes, namely **Technical** (one Original hard copy) and **financial** (one Original hard copy) proposal, and should follow the form given in Annexure 2 - "Supplementary Information for Consultants" must be deposited into the bid box on or before:

[22/04/2026 at 12pm as per the clock on the wall in the foyer, 30 David Hosea Meroro Road, Livestock and Livestock Products Board of Namibia, Operations Division in the Foyer in a box marked "TENDER BOX"]

Proposals forwarded via email will be rejected.

7. Evaluation and Award of Contract (70/30 Rule)

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best-ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost breakdown and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

Technical / Functional Criteria

With regard to technicality/functionality, the following criteria shall be applicable and the maximum weight of each criterion is indicated in the table below.

NB!! Please note that the RFP will only be considered for further evaluation if the bidder successfully meets the eligibility criteria in the first stage of the evaluation process.

The following criteria, adapted for Website services, shall be applicable:

Criteria	Definition	Points
A. Company Experience and Track Record	Demonstrated experience in website design, development, and maintenance, including successfully completed similar projects. Assessment will consider:	20
	1. Number of years of experience	5
	2. Portfolio of completed websites	8
	3. Relevance and complexity of past project	7
B. Technical Approach and Methodology	Quality and suitability of the proposed methodology and technical solution. Assessment will include:	30
	1. Development approach and work plan	10
	2. Website functionality (responsive design, CMS, integrations)	8

	3. Performance optimization, SEO readiness, and security considerations	12
C. Qualification of Key Personnel	Qualifications, skills, and experience of the proposed project team. <i>Assessment will include:</i>	20
	1. Relevant expertise of team members	5
	2. Roles and responsibilities	5
	3. Adequacy of resources to deliver the project	10
Technical Proposal		70%
Financial Proposal		30%
Total		100%
Minimum Threshold		50%/70%
Award Criteria		Highest Combined Score

The following process and formula will be used to determine the financial score of each bidder:

- Identify Lowest Price (PI):** Determine the lowest financial bid among all technically qualified proposals.
- Calculate Score:** The financial score for any proposal (Ppf) is calculated as:

Pf = maximum financial points x (lowest price/price of the proposal under consideration-Pp)

$$\mathbf{Ppf} = 10 \times (\mathbf{PI/Pp})$$

Where:

PI = lowest price

Pp = price of the proposal under consideration

8. Rights a Public Entity

- Please note that the Livestock and Livestock Products Board of Namibia is not bound to select any of the consultants submitting proposals.
- Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

9. Duration of Assignment

The assignment shall be for an initial period of three (3) months. Subject to satisfactory performance and completion of the contract, the Livestock and Livestock Products Board may, at its sole discretion and subject to mutual agreement between the parties, extend the contract for ongoing support and maintenance for a period of up to twelve (12) months.

Bidders are required to base their financial proposals on the initial three (3) month assignment period, with a clear indication of costs for the optional support and maintenance period for 12 months.

The Livestock and Livestock Products Board reserves the right to terminate the agreement at any time by providing thirty (30) days' written notice to the service provider.

10. Validity of Proposal

You are requested to hold your proposal valid for 60 days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Livestock and Livestock Products Board will make its best efforts to finalize the agreement within this period.

11. Assessment of ongoing work

Performance of the service provider will be annually reviewed in the 9th month of every 12-month cycle from the date of signature of the service level agreement and according to the service level agreement below. Livestock and Livestock Products Board may give immediate feedback on an ongoing basis if performance is not as expected

12. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded within 10 working days, the winning bidder will be expected to take up/commence with the assignment in 5 days' time.

13. Tax Liability

Please note that the remuneration, which you receive from this contract, will be subject to normal tax liability in Namibia; but The Livestock and Livestock Products Board of Namibia shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) Payments to the Consultant in connection with carrying out this assignment;
- (b) Equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn (This clause shall apply only to foreign Consultants); and
- (c) Property brought in for your personal use provided the property is subsequently withdrawn (This clause shall apply only to foreign Consultants).

14. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

15. Conformation of Invitation to submit proposal

We should appreciate if you would inform us by email: *compliance@nammic.com.na*

- (a) Your acknowledgment of the receipt of this Letter of Invitation within two working days; and Further indicate whether you will be submitting the proposal.

16. The LLPBN would like to thank you for considering this invitation for submission of proposal

Yours faithfully,



Keodumetse Thataone
Head Procurement Unit

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant

TERMS OF REFERENCE

Part 1 — Background

The Livestock and Livestock Products Board of Namibia (LLPBN) was established under the Livestock and Livestock Products Act 12 of 1981. Its mandate is to promote and safeguard the interests of Namibia's livestock and livestock products industry, both domestically and in international markets.

The LLPBN is a statutory body of the Government of the Republic of Namibia, reporting to the Ministry of Agriculture, Water and Land Reform. The Board is responsible for regulating and advancing the livestock and livestock products sector, supporting industry stakeholders, and fostering its sustainable growth.

The LLPBN currently operates an existing website and web hosting infrastructure. The purpose of this engagement is to modernise and redesign the website to reflect a contemporary, professional digital presence, while continuing to leverage the LLPBN's existing hosting environment.

Part 2 — The Services Required

The LLPBN invites proposals from reputable consultants or consulting firms to provide professional services for the modernisation, redesign, ongoing management, and administration of the LLPBN website. The engagement covers the full redevelopment of the site's look, feel, and functionality, as well as its continued maintenance and security.

Note: The LLPBN already has an established hosting environment. The service provider shall work within this existing infrastructure. SSL/TLS certificates will be procured directly by the LLPBN. All information disclosed in connection with this engagement shall be treated as strictly confidential.

Part 3 — Facilities to be Provided by the LLPBN

The LLPBN will provide the appointed consultant with the following:

- All website content, copy, and digital assets required for the new site.
- Corporate branding guidelines, logos, and identity toolkits.
- Access credentials to the existing hosting environment.
- SSL/TLS certificates, which will be procured and renewed directly by the LLPBN.
- Access to relevant LLPBN staff for consultation, content review, and approvals.

Part 4 — Contract Duration and Fees

(a) **Development Phase:** The estimated duration for the website modernisation and development phase is three (3) months (90 calendar days). All associated fees must be itemised in full within the Financial Proposal submitted by the consultant.

(b) **Ongoing Retainer:** Following the development phase, the service provider will be engaged on a monthly retainer for continued maintenance, administration, and support, as detailed in the Service Level Agreement (SLA).

(c) **Payment Terms:** Payment terms will be finalised with the successful consultant during the contract negotiation phase.

Part 5 — Summary: Nature of Services

The scope of services encompasses the following:

- Full modernisation and redesign of the LLPBN website with a contemporary look and feel.
- Mobile-first, responsive design compatible with all major devices and screen sizes.
- CSS programming, front-end development, and UX implementation.
- Integration within the LLPBN's existing hosting environment.
- Ongoing website administration and maintenance.
- Implementation and monitoring of active and passive security measures.
- Ensuring the continuity, availability, and integrity of the LLPBN's web presence.
- Ongoing server-side administration within the existing hosting infrastructure.
- Periodic content updates as required by the LLPBN.
- Close collaboration with the LLPBN and any third parties designated by the LLPBN.

Part 6 — Qualifications of the Service Provider

1. Required Skills and Experience

The service provider must demonstrate relevant competence and provide verifiable examples of the following:

- A minimum of eight (8) years of proven experience in designing visually appealing, modern, and user-friendly websites.
- Demonstrated experience working with multiple content management systems (CMS), with specific expertise in WordPress CMS.
- Broad knowledge of current web development technologies including HTML5, CSS3, JavaScript, PHP, XML, and XSLT.
- Strong understanding of current trends in UI/UX design, responsive design, mobile-first development, online media, and social media integration.
- A demonstrable portfolio of modern, innovative website designs.
- Experience working within existing hosting environments — deploying and configuring sites without migrating to a new hosting provider.

1.1 Key Professional Staff Requirements

The following roles are required for this assignment. CVs and evidence of experience must be submitted for all key personnel.

1.1.1 Lead Developer

The Lead Developer oversees the entire development process and ensures all code meets established standards. Requirements:

- Minimum four (4) years of experience in programming and CMS development, including at least two (2) years specific to WordPress CMS.
- Expert proficiency in PHP, AJAX, JavaScript, HTML5, and CSS3.
- Demonstrated expertise in configuring WordPress CMS, MySQL databases, and Apache web servers.
- Proven knowledge of SEO best practices, Google Webmaster Tools, Google Developer Tools, and mobile adaptation techniques.
- Experience deploying and configuring websites within client-owned hosting environments.

1.1.2 Junior Developer

The Junior Developer supports the Lead Developer throughout the development process. Requirements:

- Minimum two (2) years of experience in programming and CMS development, including at least one (1) year specific to WordPress CMS.

1.1.3 Graphic Designer / UI-UX Designer

The service provider must include a designer with a strong portfolio demonstrating modern, clean, and professional website design. Requirements:

- Minimum five (5) years of experience in website and digital design.
- Demonstrable ability to produce contemporary, responsive, and visually compelling UI/UX designs.
- Experience designing to a corporate brand identity and style guide.

1.1.4 Graphical Integrator

The Graphical Integrator supports the team with the integration of design elements and CSS. Requirements:

- Minimum four (4) years of experience with CMS integration of responsive CSS and graphic design, including at least one (1) year specific to WordPress CMS.
- Proficiency in HTML5, CSS3, PHP, and JavaScript including jQuery.

1.1.5 Content Migration Specialist

The Content Migration Specialist supports the team in migrating existing content to the new site design. Requirements:

- Minimum two (2) years of experience in CMS publishing and configuration, including at least six (6) months specific to WordPress CMS.

- Strong attention to detail and understanding of content structures.
- Proficiency in written and spoken English.
- Experience with PHP, JavaScript, HTML, CSS, and MySQL is advantageous.

2. Confidentiality

The Service Level Agreement (SLA) governing this engagement constitutes the material basis for the development, management, and maintenance of the LLPBN website. All information contained in or arising from the SLA is strictly confidential. The service provider shall not disclose the SLA, or any of its contents, to third parties without the prior written consent of the LLPBN.

3. Purpose of the SLA

The SLA will govern the quality, management, and operational standards of the LLPBN website, including the production and placement of content, the site's ongoing resilience, and the fair remuneration of the service provider on a retainer and cost basis.

4. Nature of the Relationship

The SLA is intended to foster an operational partnership between the LLPBN and the service provider. This partnership will facilitate effective cooperation and empower the LLPBN to perform routine website tasks independently, with the service provider available for technical support as required.

5. Division of Labour

Responsibilities will be allocated as follows:

- The LLPBN will be responsible for placing content, managing some site architecture elements, and sending email communications, with technical support from the service provider as required.
- All other technical functions described in this Terms of Reference will be the responsibility of the service provider.

The LLPBN retains ultimate authority over decisions regarding the quality and operation of the website, exercised through the Marketing Department. The Marketing Department may delegate authority to the LLPBN's IT Department and Risk and Compliance Department at its discretion. The service provider will be responsible for all tasks described herein, including the management and administration of third-party integrations, modules, plug-ins, and components.

6. Capacity

The service provider must maintain sufficient capacity — comprising qualified and experienced personnel — to fulfil the requirements of the SLA at all times. Services shall generally be available within 24 hours' notice. In the event of a breach of site integrity, resources must be deployed immediately, within one (1) hour or less.

7. Third Parties

The service provider may be required to cooperate with third parties designated by the LLPBN, particularly in relation to site resilience, integrations, and online business processes.

8. Support and Client Service

The service provider will provide technical advice, clear explanations, and training to LLPBN staff and any third parties appointed by the LLPBN, as and when required. Client service encompasses a thorough understanding of the LLPBN's operational needs and the provision of reporting and documentation as specified in this agreement.

9. Website Modernisation and Development

The primary objective of this engagement is the full modernisation and redesign of the LLPBN website. The service provider will collaborate closely with the LLPBN to deliver a contemporary, professional, and fully functional website on desktop and mobile platforms.

The new site must reflect a modern aesthetic aligned with the LLPBN's corporate brand identity. It must be intuitive to navigate, visually compelling, and optimised for performance. The site shall include, but is not limited to: articles and news, navigation menus, image and media galleries, document download capabilities, and feature highlights.

The service provider will work within the LLPBN's existing hosting environment. No migration to a new hosting provider is required or expected under this engagement.

The website shall be tested and confirmed fully functional across the following browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Apple Safari, Opera, Samsung Internet Browser, BlackBerry Browser, and any other browser accounting for more than 2% of traffic in Namibia.

9.1 Design and Modernisation Requirements

The modernised website must meet the following design standards:

- A clean, modern, and professional visual design consistent with the LLPBN's corporate brand.
- Mobile-first, fully responsive layout compatible with all major screen sizes and devices.
- Intuitive and user-friendly navigation and information architecture.
- Fast page load times with optimised images and assets.
- Accessible design in line with WCAG 2.1 AA standards where feasible.
- Modern typography, colour palette, and visual hierarchy.

9.2 Development Milestones

The service provider shall adhere to the following development milestones:

- Within five (5) working days of signing the agreement: Submit a proposed list of components, modules, and extensions (including security and resilience elements), with motivations for each.
- Within twenty (20) working days of signing the agreement: Present three (3) design concept proposals based on the LLPBN's branding guidelines and architecture requirements.
- Upon approval of the preferred design concept: Implement the approved design within twenty (20) working days.
- On approval: Provide a detailed activity timeline governing the 20-day implementation window.

9.3 Browser Compatibility Maintenance

The service provider will maintain ongoing compatibility with all major browsers as they evolve throughout the duration of the engagement.

10. Content and Site Management

10.1 Site Content, URLs, Metadata, and Redirects

Subject to internal capacity, the LLPBN will manage content updates and page metadata. Where required, the service provider will support the LLPBN in updating content, configuring metadata, and implementing page redirects to preserve search engine rankings. The service provider will establish search-engine-friendly page URLs as needed.

10.2 Email, Dissemination, and Mailing Lists

Bulk email communications will be managed using Acymail or an equivalent platform. The service provider will assist the LLPBN in developing email templates and importing mailing lists, and will configure and maintain rapid bulk email delivery. Hard bounce, soft bounce, and unsubscribe reports will be provided as required.

10.3 HTML Support

The service provider will provide assistance with HTML editing, including guidance on tags, syntax, and table structures, as and when required.

10.4 Links and Site Sections

The service provider will create new site sections at the request of the LLPBN, particularly within horizontal navigation bars and page layout areas. The LLPBN will be empowered to create and manage links within existing sections. Search-friendly URLs will be applied where applicable.

10.5 Directories

The service provider will create and maintain appropriate file directories for photography, PDF documents, and other digital assets as required.

10.6 Document Download Manager

A Document Download Manager will be implemented as the primary document management tool on the site. Download links will support a flat site architecture and will initiate downloads directly from the page on which the link first appears, minimising unnecessary click-throughs. Direct PDF links may be used where appropriate.

10.7 Content Editors

The service provider will install and configure content management editors for the LLPBN in consultation with relevant staff. The Acymail (or equivalent) editor will be used for email composition and distribution. All content editors must support HTML editing functionality.

10.8 Layout and Shoulder Design

The service provider and the LLPBN will consult on the design of page layout areas including upper and lower shoulders and associated plug-ins. The service provider will be responsible for implementing the agreed design and functionality.

10.9 Training

The service provider will provide comprehensive training to designated LLPBN staff on the use of back-end content editors, file directories, and relevant modules and plug-ins. This training will equip staff to manage content independently. The service provider may also be requested to provide on-site support in the event of unforeseen difficulties.

10.10 CSS (Cascading Style Sheets)

The service provider will be responsible for the ongoing maintenance, amendment, and optimisation of the site's CSS throughout the duration of the engagement.

11. Security

11.1 Security Awareness

The service provider will maintain a proactive approach to security by monitoring patch and upgrade releases for the operating system, CMS, modules, plug-ins, and components. The LLPBN will be informed of relevant releases and emerging vulnerabilities in a timely manner.

11.2 Access Security

The service provider will restrict back-end access to third parties and staff as agreed with the LLPBN. Access will be promptly revoked when individuals leave the employ of the service provider or cease operating on behalf of the LLPBN. Records of all individuals granted access will be maintained for audit and traceability purposes.

11.3 Server-Side Security

The service provider will ensure that the site operates within a secure server environment. If the server environment is compromised, the service provider will be responsible for promptly restoring the site to a secure state within the LLPBN's existing hosting infrastructure.

11.4 SSL/TLS Certificates

SSL/TLS certificates will be procured and renewed directly by the LLPBN. The service provider will not be responsible for the purchase or cost of SSL certificates. The service provider will, however, assist with the installation and configuration of certificates within the hosting environment as required.

11.5 Security Reporting

The service provider will promptly report any security breaches to the LLPBN. The service provider will assist with forensic third-party investigations of security incidents where required, and will provide monthly security status reports.

11.6 Backups

The service provider will implement and maintain a comprehensive backup regime, including:

- Site backups: Monthly automated backups of all site files, databases, modules, and plug-ins. A copy will be provided to the LLPBN monthly for archival purposes.
- Server and OS backups: Backups of server configurations and OS states will be taken immediately prior to, and following, implementation of patches or upgrades.
- Reinstallation and restoration: Documented and tested procedures for rapid site restoration in the event of a crash or security breach.

11.7 Patching and Upgrades

The service provider will apply security patches and software upgrades in a timely manner to all components of the web environment — including the CMS, plug-ins, and modules — within the LLPBN's existing hosting infrastructure.

11.8 Module, Plug-in, and Component Replacement

Where a module, plug-in, or component becomes redundant, unsupported, or poses a security risk, the service provider will promptly notify the LLPBN, make recommendations for a suitable replacement, and implement the replacement upon instruction.

11.9 Server Management

The service provider will be responsible for server-side management and administration within the LLPBN's existing hosting environment on the LLPBN's behalf.

12. Hosting and Uptime

The LLPBN operates its own hosting infrastructure. The service provider will work within this existing environment and will not be required to source or procure hosting on the LLPBN's behalf.

12.1 Uptime

The service provider will take all reasonable measures to ensure the site remains available at all times. In the event of downtime, the service provider will act promptly to restore public access to the site.

12.2 Scalability

The service provider will advise the LLPBN on scalability requirements and will configure the site to perform optimally within the existing hosting environment. Should future growth require a hosting upgrade, the service provider will provide a written recommendation to the LLPBN.

12.3 Domain Registrar Administration

The service provider will administer the domain registrar on behalf of the LLPBN, ensuring domain renewals are managed proactively and that the LLPBN retains full ownership of all domain assets.

13. Reporting and Documentation

13.1 Site Traffic Reporting

The service provider will provide monthly traffic reports including unique visitors, geographic breakdown, page-level URL data, time on site, and visitor browser types.

13.2 Page Traffic Reporting

Page-level traffic reports will be provided on specific pages as requested by the LLPBN, including unique visitors, geographic breakdown, and time spent on the page.

13.3 Site Documentation

The service provider will maintain comprehensive and up-to-date technical documentation of the site, including the OS version, all modules, plug-ins and components, and patch levels. Documentation will be updated and shared with the LLPBN whenever patches or upgrades are applied.

13.4 Third-Party Documentation

A current list of all third-party providers , including domain registrar details , will be maintained and provided to the LLPBN. This list will be updated whenever providers are added or removed.

14. Copyright and Ownership

All intellectual property developed under this engagement, including the website design, source code, content structures, and related materials , shall vest in and remain the property of the LLPBN upon full payment for services rendered, unless otherwise agreed in writing.

All hosting accounts, domain registrations, module subscriptions, source codes, OS configurations, and any other software or material deployed on the site shall be administered by the service provider on behalf of the LLPBN. The LLPBN retains full ownership of all such assets at all times.

15. Transfer of Services

In the event of termination of the agreement, the service provider will cooperate fully with the LLPBN to ensure a seamless transition to a successor provider. This includes the handover of:

- All access credentials, including the highest-level administrator and server access passwords.
- All source files, code, and technical documentation.
- The domain registrar account and all DNS configurations.
- The most recent full backups of the site, databases, OS, and all modules and plug-ins, duplicated on two separate flash memory devices.

Should the service provider incur reasonable costs in facilitating the transfer of services, such costs will be communicated to and agreed upon with the LLPBN in advance of being invoiced.

16. Remuneration

16.1 Retainer

A monthly retainer shall be payable by the LLPBN to the service provider at the end of each calendar month subsequent to the month of service. The retainer shall cover all services rendered under this SLA, excluding items listed under Section 17 (Exclusions).

16.2 Module Subscriptions

All fees for third-party module, plug-in, or component subscriptions shall be payable to the service provider on or before the last day of the calendar month following the month of invoicing. Annual subscriptions shall be invoiced and settled at the end of the month following the invoice date.

16.3 SSL/TLS Certificates

SSL/TLS certificates will be procured and paid for directly by the LLPBN. These costs are excluded from the service provider's remuneration.

16.4 Statement of Fees and Payments

A monthly statement of fees and disbursements will be submitted to the LLPBN, itemising the retainer fee and all other charges for modules, plug-ins, components, and third-party services. Where applicable, fees denominated in USD, GBP, EUR, or other foreign currencies must be stated in both the original currency (monthly and annual) and the Namibian Dollar (NAD) equivalent. All payments will be made in Namibian Dollars.

16.5 Escalation of Fees

Annual fee escalation will be calculated at the equivalent of the Namibian Consumer Price Index (CPI) inflation rate for the preceding 12-month period. Additional escalation may be negotiated between the LLPBN and the service provider where there is a demonstrable and material increase in the scope of work.

17. Duration

The initial SLA term shall be six (6) months from the date of signature, with the monthly retainer payable at the end of each month of service. The agreement may be extended by six (6) months at the end of the initial term. A formal performance review will be conducted at the ninth (9th) month of the agreement to inform any decision regarding extension or renewal.

18. Exclusions

The following items fall outside the scope of the monthly retainer. Should the LLPBN require any of the following, these will be scoped, quoted separately, and instructed in writing:

- Non-standard or bespoke content areas requiring custom tables or significant CSS amendments.
- Full replacement of modules, plug-ins, or components with different alternatives.
- Server migration or mirror server configuration. (Note: The LLPBN's existing hosting environment will be used throughout this engagement.)
- Substantial redesign of the site architecture or CSS beyond the initial modernisation scope.
- Development of custom forms or complex online business processes.
- Operating system version upgrades (beyond routine security patching).

19. Entire Agreement

These Terms of Reference, together with the executed SLA and any written memoranda agreed between the parties, constitute the entire agreement between the LLPBN and the service provider with respect to the subject matter herein. Any amendment, addition, or alteration to the provisions of this agreement shall only be valid if reduced to writing and signed by both parties.

The bidder warrants that all information submitted to the LLPBN as part of the bid documents is accurate and complete in all material respects, and that no material change has occurred that has not been disclosed to the LLPBN. Any breach of this warranty shall constitute sufficient grounds for the LLPBN to cancel any contract entered into with the bidder with immediate effect.

No relaxation or indulgence granted by the LLPBN to the service provider shall be deemed a waiver of the LLPBN's rights, nor shall any such relaxation constitute a novation or waiver of the terms and conditions of this agreement.

20. Applicable Law

This agreement shall in all respects be governed by and construed in accordance with the laws of the Republic of Namibia. All disputes, actions, and other matters arising in connection with this agreement shall be determined in accordance with Namibian law.

21. Jurisdiction

The parties consent and submit to the jurisdiction of the Magistrate's Court having jurisdiction in respect of all proceedings connected with the resulting SLA, notwithstanding that the amount claimed may exceed such jurisdiction, provided that the parties shall not be obliged to institute action in the Magistrate's Court.

Notwithstanding the above, either party shall be entitled to institute proceedings in the High Court of the Republic of Namibia. The parties consent to the jurisdiction of the High Court and agree that any costs awarded shall be in accordance with the rules of the High Court.

22. Domicilium and Notices

Each party shall elect a domicilium citandi et executandi (address for the service of legal notices) at the time of contract execution. All formal notices must be delivered in writing to the elected address and must be situated within the Republic of Namibia.

Either party may change its elected address by providing written notice to the other party. Any change shall only take effect upon receipt of such written notice. Notices forwarded by prepaid registered post shall be deemed received three (3) business days after the date of posting. Notices transmitted by email shall be deemed received on the date of transmission, provided no delivery failure notification is received.

Annexure 2(a) — Supplementary Information for Consultants

1. Proposal Requirements

(a) Mock-Up Presentation

Three (3) shortlisted bidders will be invited to submit and present mock-up designs.

The evaluation committee will select one (1) final design for implementation based on predefined criteria. Payment will be made solely to the bidder whose mock-up design is selected and approved.

All other submitted mock-up designs shall not be eligible for any form of compensation, reimbursement, or claims.

4. *Project Timetable*

Deliverables	Deadline
1. Inception Meeting	May - June 2026
2. Acceptance of award and signing of contract	
3. Agreement deliberations on maintenance and hosting of the website & propose options of hosting	
4. Content & visuals submitted and brand implementation finalised	
5. Presentation of draft document on Project Mapping and Project Development	
6. Mock-up design presentation & signing off of brand implementation	June / July – August 2026
7. Project Execution	

- New sections are developed and integrated in the LLPBN website	
- The LLPBN website presents a new visual look and its functionalities are enhanced to provide a better experience to users	
- Develop a user manual and deliver a webinar for the support staff and system administrators to perform content upload, system maintenance and administration	
8. Closure and handover of project / Source code handover: Full source code including all developed libraries shall be handed over to LLPBN	
9. Support and maintenance: Administrative and technical support, quality control for a period of 3 months	

5. Contract Negotiations

- a) The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods and reporting schedule.
- b) Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

6. Review of reports

- a) A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

7. Assessment of bids

All bidders must successfully adhere to ALL requirements contained in

- Annexure 2 (below)
- The terms of reference and adherence to Annexure 3.

Qualifying bidders who adhere to the above requirements will then be rated on adherence to the requirements of the Public Procurement Act, as stated in Section 1 above, Forms F-2 and F-3 and the quotations for development and ongoing monthly services.

BID SUBMISSION FORM

From: _____

To: Livestock and
Livestock Products
Board

Private Bag 13244
Windhoek, 10001

Namibia

Hiring of Consultancy Services for the development, maintenance and hosting of the new LLPBN website

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the Livestock and Livestock Products Board.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

Appendix to Bid Submission Form

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(1)(b) an 37(5))

Date:[Day/month/year].....

Procurement Ref No.: NCS/RFP/LLPBN-85/2026

To: Livestock and Livestock Products Board, Private Bag 13244, Windhoek, 10001, Namibia

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)

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year: _____

[Signature of Consultant] : _____

Full name of Consultant: _____

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

URL:	Date:	Security on site (Y / N)
Contact name (reference)		

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

Consultant Name	Monthly Rate (in currency)	Working Months	Total Cost (in currency)
_____	_____	_____	_____
_____	_____	_____	_____

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Days	
	_____	_____	_____	_____	_____
(a) Air fare					_____
(c) Lump Sum Miscellaneous Expenses ⁴ :					_____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

Conflict of Interest Declaration Form

This form must be completed and signed by the bidder. The purpose of this declaration is to disclose any actual, potential, or perceived conflicts of interest in relation to this procurement process.

Bid Information

Name of Bidder / Company: _____

Company Registration Number: _____

Name of Bid: _____

Bid Reference Number: _____

Declaration

I / We hereby declare that neither the bidder nor any of its directors, shareholders, partners, or employees have any conflict of interest with the Livestock and Livestock Products Board Of Namibia, its board members, management, or staff involved in the procurement process.

If any actual, potential, or perceived conflict of interest exists, it must be disclosed below:

Details of Conflict (if any):

I / We confirm that the information provided above is true and correct. I / We understand that failure to disclose a conflict of interest may result in disqualification from the procurement process or termination of any resulting contract.

Authorized Signatory

Name: _____

Position in Company: _____

Signature: _____

Date: _____

Company Stamp : _____