



REQUEST FOR PROPOSAL (RFP)

The Electricity Control Board (ECB) hereby invites qualified, competent and registered individuals, companies and / or joint ventures to submit their Bids for the following:

Bid no: CS/RFP/ECB-2025/26-01-EDRMS 365-FCS

Bid description: Request for Proposal - provide consultancy services for the design, customization and implementation of the Electronic Documents and Records Management System (EDRMS) and Digital Archival System on SharePoint 365 for the Electricity Control Board (ECB).

Overall objective: The ECB wishes to procure the services of a consultant/s who will assist with the design, customization and implementation of a SharePoint-based Document Review, Evaluation and Management System (DREAMS), aimed at streamlining document workflows, improving records management, and ensuring compliance with relevant legal and regulatory requirements.

Closing date and time: 30 April 2025 at 12:00

Cost per set of documents: Free

Bid documents availability: The documents for this bid or Request for Proposals (RFP) can be requested via email on procure@ecb.org.na

Details on Bid Submission: Kindly submit your bid in a **sealed envelope, clearly marked with the "BID NUMBER AND DESCRIPTION"** as stated above, addressed to the ECB Procurement Officer. The bid must first be registered at reception and deposited in the Tender Box at **ECB Office No. 8 Simeon Shixungileni Street, Windhoek, Namibia**. The name of the bidder must be indicated on the cover of each envelope.

All requests for information of any kind relating to this RFP should be channelled in writing to:

Ester Hamukwaya

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P.O. Box 2923 Windhoek Namibia



ECB House, 35 Dr. Theo-Ben Gurirab Street | Business Hours: Monday - Thursday 08:00 - 17:00 Friday 08:00 - 13:00