



EXPRESSION OF INTEREST

EXPRESSION OF INTEREST NO: DBMNE0329

Website and E-Recruitment Services

DESCRIPTION:

Debmarmine Namibia invites experienced and suitably qualified service providers to submit expressions of interest to provide website development, management and e-recruitment management services:

SCOPE OF WORK:

The scope of works will include:

1. Website management

Provide website design, development and management services, content development and monthly reports on website performance. The website should allow for some internally managed updates as well.

2. E-Recruitment management

Provide user-friendly e-recruitment development and management services built into the main website platform and monthly reports on platform performance and improvement. Applicants should be able to apply and submit their document online, as well as download and print the vacancy advertisements.

DOCUMENTATION TO BE SUBMITTED:

The following information must be submitted:

- Company profile
- Curriculum vitae (CV)
- References of Company
- Portfolio of Works, specifically showing the service/s applicant intends to provide in USB port.

CLOSING DATE:

Registered companies interested in providing such services are invited to provide a company profile, including all previous work experience and detailed curriculum vitae applicable to Reference Number **DBMNE0329** on **16 February 2018** at 12h00.

Please contact the Procurement Officer at Tel: +264 61 297 8460 or Email: DBMntenders@debeersgroup.com for further information.

DELIVERY ADDRESS:

Completed company profiles must be contained in sealed envelopes and addressed to the Procurement Department, Debmarine Namibia, 3rd Floor, Namdeb Centre, 10 Dr. Frans Indongo Street, Windhoek, in accordance with the dates and times indicated above in the Tender Box situated in the foyer of the Namdeb Centre.

DISCLAIMER:

Debmarmine Namibia shall not be responsible for any costs incurred in the preparation and submission of a response to this Expression of Interest and furthermore reserves the right not to extend this Expression of Interest into any future tenders, negotiation or engagements with those companies who responded to this advert.

Debmarmine Namibia also reserves the right without disclosure or explanation to engage with any of the Companies who respond to this expression of interest or alternatively engage with companies who have not responded to this expression of interest for which Debmarine Namibia is of the opinion that such company can provide the required services.

