

Request For Proposal

RFP/SBN//001/09/2026 – Group Incentive International Trip - Standard Bank Namibia

1. Request for information

Standard Bank Namibia Limited hereby invites registered, experienced and qualified suppliers to submit proposals for the provision of Group Incentives International Trip Management Services to Standard Bank Namibia.

2. Description of services

Standard Bank Namibia Limited requires the Service Provider to provide the below services for a period of 2 years.

The appointed Service Provider will be responsible for planning, coordinating and managing an international incentive trip for a group of employees/participants, including travel arrangements, accommodation, activities, transfers and overall destination management.

3. Standard Bank shall have the right to:

- Request clarification during the evaluation process
- Conduct site inspections of offices
- Reject companies that fail to submit mandatory documents and do not meet the Standard Bank qualification criteria.

4. Pre-qualification application

Interested Suppliers can request application forms via the email address below.

 | SupplierSourcing@standardbank.com.na

Please note that all applications must be submitted via the online portal.

No email or hand-delivered applications will be accepted.

Enquiries via email only

Once requested, you will receive a formal email invite from Standard Bank Namibia Coupa email address to submit your documentation on the online portal.

Due to the high demand, please allow up to 48 hours response time to receive the online portal email.

Closing date: **5 October 2026 at 16:00**

Note: Only shortlisted companies will be contacted within 3 weeks after the closing date.

*This RFP does not constitute a commitment by Standard Bank Namibia to award any contract or to engage any responding party.

For more information, please visit:

 | standardbank.com.na