



EXPRESSION OF INTEREST (EOI)

PROVISION OF DIAMOND VALUATION SERVICES ON "AS AND WHEN" REQUIRED BASIS

PROCUREMENT REFERENCE NO: EOI/ OIB/NAMDIA/01-2025

1. BACKGROUND

Namib Desert Diamonds (Pty) Ltd (NAMDIA) is a state-owned enterprise mandated to sell and market Namibian diamonds to ensure maximum value. To fulfil its operational mandate, NAMDIA seeks to procure the services of a qualified and experienced Diamond Valuator to oversee and manage the full spectrum of rough diamond processing and valuation activities from import through to sale.

2. OBJECTIVES

The objective of this engagement is to secure professional services for the organisation and execution of rough diamond valuation, quality control, sorting, pricing, and sales processes to ensure integrity, compliance, and value optimisation throughout the value chain.

3. SCOPE OF WORK

The Diamond Valuator will be responsible for the following:

- a) Rough Diamond Handling & Operational Process
 - Oversee the operational process of rough diamonds from import to final sale.
 - Ensure the application of quality assurance protocols throughout the diamond handling process.
 - Supervise the intake, storage, movement, and management of stock in line with industry best practices and NAMDIA policies.
- b) Sorting & Valuation
 - Conduct sorting, categorisation, and grading of rough diamonds in accordance with internationally recognised standards.
 - Evaluate diamond parcels and prepare valuation reports.
- c) Sales Parcel Preparation
 - Organise and prepare sale parcels for presentations to prospective buyers.
 - Ensure assortments are broken down and structured according to NAMDIA's specifications and client requirements.
- d) Pricing & Market Analysis
 - Recommend pricing strategies for rough diamond sales based on internal analysis, market intelligence, and global diamond trends.
 - Maintain robust price control measures and document valuation rationale for transparency and audit purposes.

e) Quality Control & Technical Oversight

- Ensure high standards of technical control, documentation, and compliance are maintained throughout the operational lifecycle.
- Conduct internal quality checks and provide feedback for process improvements.

f) Reporting & Compliance

- Submit detailed valuation reports, sales summaries, and quality assurance documentation.
- Ensure compliance with applicable local and international regulations governing diamond trade, valuation, and sales.

4. DELIVERABLES

The Diamond Valuator will be expected to provide the following deliverables:

- Monthly operational and valuation reports.
- Sale parcel breakdowns and pricing documentation.
- Stock reconciliation and inventory movement reports.
- Technical quality assurance reports.
- Final post-sale summaries and evaluation feedback.

5. DURATION OF ENGAGEMENT

The engagement will be on an as-and-when-required basis, depending on NAMDIA's operational needs. The initial engagement is intended for a period of 12 months, with the possibility of extension based on performance and continued requirement.

6. QUALIFICATIONS & EXPERIENCE

The ideal service provider should possess:

- A minimum of 10 years' experience in diamond valuation, sorting, and pricing.
- Professional training and certification in diamond grading and evaluation.
- Proven track record of working with rough diamond sales and operations.
- Strong understanding of international rough diamond markets and pricing mechanisms.
- Familiarity with government regulatory frameworks and compliance standards.

7. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Technical expertise and experience
- Methodology and approach
- Compliance with scope and deliverables
- References and track record
- Financial proposal



8. SUBMISSION OF PROPOSALS

- Interested service providers must submit a detailed proposal including:
- Company profile or CV of individual expert(s)
- Relevant experience and qualifications
- Technical proposal outlining methodology and approach
- Financial proposal
- Three or more references from recent clients

CLOSING DATE

Closing date for submitting your Expression of Interest responses is **29 July 2025 at 11h00 a.m.** (Namibian Time). Deliver the requested information, addressed as follows:

"Expression of Interest – Provision of Diamond Valuation Services", Procurement Reference No. EOI/ OIB/NAMDIA/01-2025"

Attention: Procurement Management Unit, NAMDIA, Private Bag 91600, Klein Windhoek, Namibia

The Proposal submission address is:

Bid Box in the Guard House

NAMDIA Offices, Corner of Sam Nujoma Drive & Dr Kwame Nkrumah Avenue, Klein Windhoek

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Email: procurement@namdia.na

EMAIL SUBMISSIONS WILL ONLY BE CONSIDERED FOR INTERNATIONAL CONSULTANTS