



Expression of Interest for the provision of E-Learning Portal Services

1/ DESCRIPTION:

TotalEnergies EP Namibia B.V. (TEEPNA) invites qualified and experienced **Local companies** to express their interest in providing **E-Learning Portal Services** in support of workforce development, training management, and competency enhancement initiatives.

The objective of this Expression of Interest (EoI) is to identify capable service providers able to supply, implement, host, maintain and support a modern learning management platform that can facilitate online training, competency tracking, reporting and user management.

2/ SCOPE OF WORK (indicative):

The E-Learning Portal Services may include, but are not limited to:

Learning Management System (LMS)

- Provision of a cloud-based or locally hosted Learning Management System (LMS).
- User registration and profile management.
- Role-based access management.
- Learning assignment and enrolment functionality.
- Automated notifications and reminders.

Content Management

- Upload, hosting and management of training content.
- Support for common learning standards
- Multimedia content integration (videos, presentations, assessments, documents).
- Learning pathways and curriculum management.

Assessment & Certification

- Online testing and quizzes.
- Automated assessment scoring.
- Digital certificates and completion records.
- Competency and skills tracking.

Reporting & Analytics

- Individual and organizational learning dashboards.
- Training completion reports.
- Compliance reporting.
- Exportable management reports.

Technical Support & Maintenance

- System administration support.
- User helpdesk services.
- Platform updates and maintenance.
- Data backup and recovery capabilities.

Training & Change Management

- Administrator training.
- End-user training.
- User guides and technical documentation.
- Ongoing support during implementation and operation.

3/ PREREQUISITES:

To qualify for participation in this Expression of Interest process, prospective Service Providers must demonstrate a proven track record in delivering Learning Management Systems and E-Learning solutions.

Accordingly, Service Providers should meet the following minimum criteria:

1. Demonstrated experience in implementing and supporting E-Learning platforms or LMS solutions.
2. Experience serving corporate clients, preferably within the energy, industrial, mining, engineering, or similarly regulated sectors.
3. Ability to provide technical support and system maintenance.

4. Ability to create or modify e-learning content
5. Availability of qualified technical and instructional design personnel.
6. Compliance with applicable data protection and cybersecurity requirements.
7. Ability to provide training administration, performance reporting and learning analytics.
8. Capability to support a workforce operating across multiple locations.

4/ DOCUMENTS TO BE SUBMITTED:

Interested Service Providers shall submit the following documentation:

Company Information

- Company profile and organizational structure.
- Company registration documents.
- Ownership structure.

Experience and References

- Details of similar projects executed during the last five (5) years.
- Client references with contact details.
- Examples of LMS or E-Learning platforms implemented.

Personnel

- Curriculum Vitae of key personnel.
- Relevant technical certifications and qualifications.

5/ CLOSING DATE: 15th of September 2026 at 15h00, by electronic submission.

6/ ELECTRONIC SUBMISSION OF DOCUMENTS:

- Email: ep-teepna-cp@totalenergies.com
- Subject: **TEEPNA Expression of Interest – E-Learning Portal Services**
- File Type: PDF and native editable formats (Word, Excel, PowerPoint, where applicable)

DISCLAIMER:

TotalEnergies EP Namibia B.V. shall not be responsible for any costs incurred in the preparation and submission of responses to this Expression of Interest.

This Expression of Interest is for information-gathering and market-assessment purposes only and does not constitute a commitment by TotalEnergies EP Namibia B.V. to launch a tender, enter into negotiations, award a contract, or reimburse any costs incurred by respondents.