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EXPRESSION OF INTEREST

FOR

**THE SUPPLY AND DELIVERY OF VARIOUS PROMOTIONAL CORPORATE ITEMS FOR NAMIBIA
UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) CORPORATE STORE**



PROCUREMENT NO: G/RFQ/NUST-006/2020

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Windhoek, NAMIBIA**

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EXPRESSION OF INTEREST

KEY REQUIREMENTS DOCUMENT

PART 1: RULES FOR PARTICIPATION

In terms of the Public Procurement Act No.15 of 2015, and as per the directive issued in terms of section 73 in respect of reservation to local suppliers (23 May 2019), as published by the Ministry of Finance. NUST is conducting market research to establish the competency and capability of the local service providers to be listed as approved for the supply of manufacturing, promotional, and retail products for the NUST Corporate Store.

The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in procurement in Namibia observe the highest standards of ethics during the procurement process and execution of contracts. Service Providers are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislation related to public procurement in the Republic of Namibia.

A1. Vendor Registration Form

Participants must download from NUST website a "Vendor Registration Form" and submit it along with all required mandatory documents as listed below as well as a **Company Profile** demonstrating their capability and capacity to deliver these products and services.

This Key Requirements Document outlines the critical criteria that would be assessed to evaluate whether the participant is deemed competent for the supply of manufacturing, promotional, and retail products.

For the participating company to be eligible, the service provider must attach the following **mandatory** documents:

- a) A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) - **Attached certified copies of all shareholders Identification documents.**
- b) A valid original or certified copy of the company's good standing Tax Certificate (*Ministry of Finance Inland Revenue*)
- c) A valid original or certified copy of the company's good standing Social Security Certificate (*Social Security Commissioner*)
- d) A valid original or certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

e) A Written Undertaking in compliance with Section 138 (2) of the Labour Act, 2007.

NB: Only a valid certified copy of an original document as certified by the Namibian Police will be accepted.

A2. Expression of Interest to Participate and Company Profile

The Namibia University of Science and Technology (NUST), hereby invites 100% Namibian owned registered and reputable companies to indicate their interest in being part of a pre-qualification process in providing manufacturing, promotional and retail products to the NUST Corporate Store.

The approval of the service providers listing process is earmarked explicitly for those service providers who have already gained experience in the manufacturing and promotional items services and have fully established their profile in corporate Namibia. This particular invitation to submit an expression of interest to participate in the selection process and a Company Profile thus focuses only on local suppliers who have the necessary equipment, the technical and financial capacity to handle large orders, as well as having adequate management and human resources to process the request for services from NUST.

A3. Submission Requirements

- a) The submissions must comply with the following requirements:
- i) A "Vendor Registration Form" obtainable from NUST website www.nust.na must be **(one hard copy)**, duly signed by authorised signatory accompanied by a detailed **Company Profile**.
 - ii) The format of vendor registration may not be changed.
 - iii) All mandatory documents original or certified, as indicated above, must be attached.
 - iv) All information must be entered in **black ink**.
 - v) Power of attorney where applicable.
- b) The Expressions of Interest to Participate and Company Profiles must be submitted as follows:

Each submission shall be delivered by hand in one sealed envelope and shall be deposited in the tender box provided for the purpose at the **Namibia University of Science and Technology, Administration Building, First floor, 13 Jackson Kaujeua Street, Windhoek**, before the closing date and time indicated below.

- i) Each envelope shall have the name of the supplier on the reverse side.

A4. Closing Date of Submissions

The closing date and time for this submission will be **28 August 2020** at **12h00** at NUST.

- 1) Download a completed set of Expression of Interest (EOI) document in English from NUST website at www.nust.na under the Procurement tab.
- 2) The EOI document must be placed in an envelope, marked with the **Procurement Reference Number** and **Procurement Title** and delivered to:

Namibia University of Science and Technology
13 Jackson Kaujeua Street
Administration Building, First Floor
Windhoek West

- 3) Companies are requested to register their submission in the registry book available in the registry book made available at the Procurement Management Unit Office. **Electronic Expressions of Interest will not be accepted. Late submission will be rejected and returned unopened.**

A5. Expenses incurred by the participant

NUST will not be responsible for or pay for any expenses or losses, which may be incurred by any tenderer in connection with the preparation and submission of this Expression of Interest. This includes the samples to be provided.

PART B. CAPACITY AND CAPABILITY REQUIREMENTS

B1. Background

The NUST Corporate Store is solely owned and operated by the University for the convenience of faculty, departments, staff, students and alumni, and campus visitors. Its primary purpose is to provide the staff and students with NUST branded promotional and retail products that are necessary to their academic pursuits and that reflect the needs of all its campuses nationwide.

The University Corporate Store is, therefore, seeking suppliers to offer our customers a variety of gifted items, clothing, electronic, graduation, and academic regalia's and school supplies.

NUST expects the successful supplier to supply **ANY or All** the items listed above. This EOI is not for refurbished products, and neither is it for grey market dealers and traders.

B2. Capability Requirements

Requirements:

Interested companies must provide information indicating that they are qualified to deliver the products mentioned above and services.

1. *Target sectors are Manufacturing of textile and garments and supply of promotional and corporate items.*
2. *The supplier must have at least four relevant completed/ ongoing projects in the field of branding and marketing of textile, garments, promotion, and retail products in the last five (3) years.*
3. *Submit three (3) reference letters of similar projects/contracts completed in the last three (3) years. NUST will carry out reference checks.*
4. *The supplier must demonstrate successful recent experience and expertise in carrying out similar work in the relevant field.*
5. *The supplier must have provided services for government, corporate entities, and academic institutions.*
6. *Submission of a detailed company profile.*
7. *Submission of Letter of Intent (LOI) from the Bank*
8. ***The provision of samples submitted along with the proposal, should be complete as per the three (3) mandatory sample items meeting the required specifications as indicated below.***

B3. Samples to be provided

Each respondent must submit sample items. All three (3) sample items should be submitted. In addition, vendors should provide any exclusive products that are unique or innovative and should represent promotional items that might be given out for students, business partners, donors, athletics, etc. The exclusive sample item should be shown in official approved NUST colors, which are (industry name of colours according to colour chart, fonts, style etc.), blue, red, yellow.

Service Providers should provide sample items from the following categories referring to the branding layout template shown in Annexure 1 of this document and meeting the branding specifications as stipulated in Annex 2-4.

List of sample items to be provided as per Annexure 1:

- | | |
|----------------------|------------------|
| a) Clothing: | T-shirt (Golfer) |
| b) Corporate Gift: | Pen |
| c) Promotional Item: | Notebook |

Sample packages should be clearly labeled with the Service Provider's name and bid reference numbers. Please note that the cost of providing samples lies solely with the Service Provider, and NUST will not be responsible for any cost.

Submissions without samples will be disqualified immediately.

B4. Financial Proposal

No Financial offers are requested at this stage. Suppliers whose technical requirements include financial proposals will be disqualified.

Any enquiries may be directed in writing to:

Mrs Rosemary Tjombonde-Kakuuui

Manager: Procurement Management Unit

Email: procurement@nust.na

ANNEXURE 1- THREE (3) SAMPLES TO BE PROVIDED



ANNEXURE 2 MUST COLOURS AND TYPOGRAPHY

NUSI Brand Identity & House Style Guidelines

Primary Elements

Pantone Foundation

A.2

Version 1.0

Colour

Spot Colour

- Brand Mark
- Academic Centre
- Brand Mark
- Marketing Coll.
- Marketing Collateral
- Academic Centre
- Academic Centre
- Academic Centre
- Academic Centre
- Academic Centre
- Academic Centre
- Academic Centre
- Academic Centre

Table Contents

Colour

- Introduction
- Colour in Marketing
- Colour in Academic
- Colour in Academic
- Colour in Academic
- Colour in Academic

A.2

Standard corporate colours are as per below. These colours are derived from the national colour spectrum. The additional metallic selection is for academic use only.

Spot Colour
The Pantone colour guide becomes the universal colour guide which to manage and control the colour output. This is the preferred manner of print reproduction where full colour only limitations are not mandatory.

Process Colour
The process colours have been matched as close as possible to the Pantone colours. The use of process colours will need to be managed in reproduction.

Digital Colour
Digital colour will vary the most due to the fact that all monitors and devices will vary in terms of the colour display setting. The colours have been matched to the closest combination.

<p>Pantone® 7409</p> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Cyan</td><td>0%</td></tr> <tr><td>Magenta</td><td>20%</td></tr> <tr><td>Yellow</td><td>100%</td></tr> <tr><td>Black</td><td>0%</td></tr> </table> <hr/> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Red</td><td>25</td></tr> <tr><td>Green</td><td>15</td></tr> <tr><td>Blue</td><td>22</td></tr> </table>	Cyan	0%	Magenta	20%	Yellow	100%	Black	0%	Red	25	Green	15	Blue	22	<p>Pantone® 1795</p> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Cyan</td><td>0%</td></tr> <tr><td>Magenta</td><td>100%</td></tr> <tr><td>Yellow</td><td>100%</td></tr> <tr><td>Black</td><td>0%</td></tr> </table> <hr/> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Red</td><td>25</td></tr> <tr><td>Green</td><td>22</td></tr> <tr><td>Blue</td><td>41</td></tr> </table>	Cyan	0%	Magenta	100%	Yellow	100%	Black	0%	Red	25	Green	22	Blue	41	<p>Pantone® 281</p> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Cyan</td><td>100%</td></tr> <tr><td>Magenta</td><td>40%</td></tr> <tr><td>Yellow</td><td>20%</td></tr> <tr><td>Black</td><td>20%</td></tr> </table> <hr/> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Red</td><td>27</td></tr> <tr><td>Green</td><td>44</td></tr> <tr><td>Blue</td><td>61</td></tr> </table>	Cyan	100%	Magenta	40%	Yellow	20%	Black	20%	Red	27	Green	44	Blue	61	<p>Pantone® 8003</p> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Cyan</td><td>40%</td></tr> <tr><td>Magenta</td><td>40%</td></tr> <tr><td>Yellow</td><td>10%</td></tr> <tr><td>Black</td><td>10%</td></tr> </table> <hr/> <table border="0" style="width: 100%; font-size: 0.8em;"> <tr><td>Red</td><td>19</td></tr> <tr><td>Green</td><td>117</td></tr> <tr><td>Blue</td><td>111</td></tr> </table>	Cyan	40%	Magenta	40%	Yellow	10%	Black	10%	Red	19	Green	117	Blue	111
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ANNEXURE 3 BRAND ERRORS TO AVOID

NUT Brand Identity Guidelines for Institutions

Primary Elements

Font: Foundation

A.2

Brand Marks

- Academic Centre
- World Mark
- Bookmarks
- Marketing Brand Mark
- Database/Student/Commercial
- Entrance/Visitor's Entrance
- Graduation
- Departmental
- Student/College Mark
- NUT's Brand Bookmarks
- **Brand Mark Fumbles**

Style Components






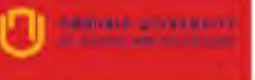








- Primary Colours
- Colour Schemes
- Typography
- Corporate Identity
- Document Layout
- Layout Grid
- Paper Quality
- Photographic Elements

A.2

Brand Mark Fumbles

Please ensure that the marks are applied correctly as stipulated in this document thus far. Here's a few common errors that need to be avoided.

Keep the geometric layout proportions as indicated throughout this section.

<p>Do not reduce the size of the icon or Word Mark, do not stretch, squash or separate.</p>			
<p>Do not alter or change the colour of the Brand Mark, or position it on a colour other than what is specified.</p>			
<p>Do not position the Brand Mark on a visual background that will obscure the visibility thereof.</p>			
<p>Do not move the components of the Brand Mark to alternative positions, or change the typography to another font.</p> <p>No font substitution</p>			
<p>Do not use the colour version of the Brand Mark for black and white output.</p>			

ANNEXURE 4 MUST BRAND MARK



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