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EXPRESSION OF INTEREST

FOR

**THE PROVISION OF CORPORATE PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE NAMIBIA
UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)**



PROCUREMENT NO: SC/RP/NUST-004/2020

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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 provision of corporate photography and videography services.

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 legislations 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 **Company Profile** demonstrating their capability and capacity to deliver these services.

This Key Requirements Document outlines the critical criteria that would be assessed to evaluate whether the participant is deemed competent for the provision of corporate photography and videography services.

For the participating company to be eligible, the service provider must attached 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 Namibian shareholders Identification documents or passport.**
- 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

Expressions of Interest to participate and Company profile are hereby invited from established corporate photography and videography service providers.

The approval of the service providers listing process is earmarked explicitly for those service providers who have already gained experience in corporate photography and videography 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:
 - i) 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.
 - ii) 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 **06 March 2020 at 12h00** at NUST.

The envelope must be marked with the Procurement Reference Number and Procurement Title.

Electronic Expression 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.

PART B CAPACITY AND CAPABILITY REQUIREMENTS

B1. Background

NUST is seeking for a visual media production company to help with creating effective and meaningful photography, video and animated messaging content to be delivered across every digital platform. Event captured should help connect NUST to it's audience through visual storytelling.

B2. Portfolio of work and equipment requirement

A portfolio of work should be included with your submission that should consist of:

- Formal Portrait photography
- Formal function/ event photographs including both group and more natural shots (e.g., graduation coverage)
- Entertainment event photography – active shots, bright colourful and imaginative photographs
- Architecture photography
- Creative drone photography
- Social media photography – examples of any photographs explicitly used for social media and in relation to social engagement
- Audio Visual Videography

Minimum list of technology Equipment (camera and video) requirements

- DSLR Camera
- Drone
- Gamble
- Photo Studio
- Photography and Video Editing application software

NB: No Financial offers are requested at this stage.

Any enquiries may be directed in writing to:

Mrs Rosemary Tjombonde-Kakuuui
Manager Procurement Management Unit
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