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EXPRESSION OF INTEREST

FOR

**THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ELECTRONIC, AUDIO AND VIDEO-
CONFERENCING EQUIPMENT SOLUTIONS TO THE NAMIBIA UNIVERSITY OF SCIENCE AND
TECHNOLOGY (NUST)**

PROCUREMENT NO: SC/EOI/NUST-010/2024

**Namibia University of Science and Technology, 13 Jackson Kaujeua Street, Private Bag 13388,
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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, delivery and installation of electronic and audio-visual equipment.

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) – ***Attach certified copies of all shareholders Identification documents. (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).***
- b) A valid certified copy of an original Good Standing Tax Certificate (**valid at the deadline of submission of bid**) (*certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963),*
- c) A valid original or valid certified copy (**valid at the deadline of submission of bid**) of Good Standing Social Security Certificate; (*certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).*
- d) A valid 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, **(valid at the deadline of submission of bid)** or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued *(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).*

- e) A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.
- f) Submit signed Bid-securing Declaration.
- g) The Bidder must attach at least three (3) reference letters from various State-Owned Companies where similar projects similar in size, application, and scope and a brief description of their implementation were provided in the last three (3) years. The letter must be on a company letterhead indicating contact person, telephone number and email address. **(Attach three reference letters).**
- h) Attached Curriculum Vitae of the proposed Professional Staff and Certified copies of ID and Educational Qualifications.
- i) Company Profiles must include products/services offered, management and personnel staffing, experience etc.
- j) Relevant datasheets from reliable and established service providers on the proposed equipment and solution to be installed.

Only a valid certified copy done by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

A2. Expression of Interest to Participate and Company Profile

Expressions of Interest to participate and Company profiles are hereby invited from established electronic and audio-visual service providers.

The approval of the service providers listing process is earmarked explicitly for those service providers who have already gained experience in electronic and audio-visual 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.

Suppliers are not required to submit a priced quotation at this stage. This document is specifically designed to provide adequate information for potential bidders to express their interest.

Interested bidders will be required to attend a site visit, thereafter, will submit their proposals for the electronic and audio-visual equipment to be installed and related services.

Thereafter, NUST will shortlist suppliers who will be invited to present their solutions after which they can qualify for financial evaluation if their solutions meet the technical specifications.

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.

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 **12 July 2024 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 and the subsequent presentation of solutions as shortlisted service providers.

PART B CAPACITY AND CAPABILITY REQUIREMENTS

B1. Background

The Namibia University of Science and Technology (NUST) is in the process of revamping its boardroom facilities by improving the technological capabilities with better controls for both face-to-face and virtual meeting set ups. The current equipment is either redundant or cannot integrate with newer technologies. The successful bidder will be contracted to replace, install, and maintain the new equipment.

B2. Scope of work

Bidders are not required to submit a priced quotation at this stage.

The specifications are particularly designed to provide sufficient information for potential bidders to express their interest.

The following requirements contain the minimum specifications:

Minimum requirements:

Supplier's proposals (**after being shortlisted**) are to include itemized hardware, software, labour, design, configuration, solutions for room connectivity, audio, display connectivity, and implementation plan for proposed technology to the boardroom as listed below:

Requirements	Specifications
Design	Include networking, audio visual wiring design of proposed configuration. Specify how design can be supported, administered, and operated by IT staff. Include itemized hardware, software costs for proposed solutions. Include brand, model, hardware, and software specifications for proposed solutions.
Configuration	Provide configuration of proposed equipment for the boardroom
Room Controls	Room control unit with touch panel. Audio-visual, lights and source control.
Audio	Provide high quality coverage for output from various audio sources Delegation unit: Provide 42 microphones including 2x Master/Chairperson units. All microphones must integrate with Video conferencing solution. Digital Audio processing unit. Digital amplifier with ceiling-mounted speakers. Master and sub-control units must be determined. MP3 recording unit for meeting minutes with SD/USB storage.
Display Connectivity	98" UHD Smart 4K screen. Hands-free voice remote. Provide HDMI audio and video output and wiring to multiple displays with the ability to control video source per display from the room control system. Bring your own device (BYOD) compatible. The complete solution must be compatible with MS Teams, Zoom, Google Meet, WebEx, etc.
Video capture	Integrated PTZ video conferencing camera solution.
Warranty	3 years
Maintenance Plan	Annual maintenance plan should be provided
Labour	Included
Training	Included
Lead time	Lead time of equipment delivery and installation duration should be provided
Mounting brackets	Equipment mounting brackets and cabinet brackets included
Consumables	Consumables, cabling, Audio, LAN and USB range extenders included

B.4 Current set up:

Below details the current set up of the boardroom:

Details	Specifics
Room Name	Senate Boardroom
Meeting room size	80 m2
Meeting room location	Main Campus, E-haus
Meeting room seating capacity	42 Seats
Number of windows in room	10
Number of doors in room	2
Display Equipment	1 motorised drop-down screen and projector.
Fixed Web Camera	None
Audio Equipment	TOA 42 microphone delegation system. Amplifier and ceiling mounted speakers. Crestron media processor. Fostex stereo rack memory recorder.
Required Multimedia equipment	
Display Equipment	98" SMART UHD Screen
Video Equipment	Integrated PTZ video conferencing camera solution
Audio Equipment	Digital amplifier with ceiling-mounted speakers. Master and sub-control units must be determined. Rack mounted MP3 recording unit for meeting minutes with SD/USB storage.

B.5 Compulsory Site Inspection

Bidders are invited to attend the **compulsory** Site Inspection scheduled to take place at:

Namibia University of Science and Technology (NUST)

Main Campus

13 Jackson Kaujeua Street

E-haus

Senate Boardroom

Date: Friday, 07 June 2024

Time: 10h00

Technical contact person: Mr Franco Bandlow, email: controlroom@nust.na **+264 61 207 2504**

Bidders are required to sign a site inspection register.

B.6 Shortlisting of Service providers

- NUST will shortlist suppliers based on the outcome of their Expression of Interest.
- Shortlisted Suppliers will be invited to make a presentation on their solutions and sell to NUST why their solution will be best suited for NUST.
- NUST is looking for electronic solutions that are innovative, and yet sustainable given the nature of technology evolution.

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
bidbox@nust.na

PART C PREQUALIFICATION EVALUATION CRITERIA

This Section complements the Instructions to Bidders. It contains the criteria that Namibia University of Science and Technology (NUST) may use to evaluate the document submitted and determine whether the service provider has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

Attribute	Mandatory document	Tick off List if submitted	Evaluation Criteria
Mandatory documents (To be submitted as proof that the service provider is in compliance with the requirements of the Public Procurement Act 2015 and requirements of Namibia University of Science and Technology)	A certified copy of the Company registration clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (<i>BIPA</i>) (Attach certified copies of all shareholders Identification documents).		Pass/Fail criteria
	A valid original or certified copy of the company's good standing Tax Certificate (NAMRA)		
	A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner) – Not older than 30 days		
	A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
	A Detailed Company profile, including a clear company logo.		

	Attach at least three (3) similar projects reference letters with company names and contact persons not older than January 2021.		
	Attached Curriculum Vitae of the proposed Professional Staff and Certified copies of ID and Educational Qualifications.		
	Relevant datasheets from reliable and established service providers on the proposed equipment and solution to be installed.		
	A Written Undertaking in compliance with Section 138 (2) of the Labour Act, 2007 (Available on NUST website).		
	A completed and signed vendor registration form. (Available on the NUST website)		

Should any one of the above-mentioned information and /or documentation not be attached, the bid will be deemed non-responsive and disqualified from the prequalification process.

NB: Only original or valid certified copies will be accepted. Certification of documents must be done by the Namibian Police or by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).