



**REQUEST FOR QUOTATIONS**

**FOR THE PROVISION OF PROVISION OF BRANDING SERVICES FOR THE NAMIBIA UNIVERSITY OF SCIENCE  
AND TECHNOLOGY (NUST) MAIN CAMPUS**

**PROCUREMENT NO: NCS/RFQ/NUST- 003/2025**

**PROJECT TITLE:**

**BRANDING SERVICES FOR THE NUST CAMPUS**

**ISSUED ON: 03 FEBRUARY 2025**

**CLOSING DATE: 21 FEBRUARY 2025**

**CLOSING TIME: 12H00 (NAMIBIAN TIME)**

<b>BIDDER'S NAME:</b>		
<b>CONTACT DETAILS:</b>	<b>TELEPHONE:</b>	
	<b>CONTACT PERSON:</b>	
	<b>EMAIL ADDRESS:</b>	
<b>COMPANY PHYSICAL ADDRESS:</b>		





**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**Office of the Bursar**

13 Jackson Kaujeua Street  
Private Bag 13388  
Windhoek  
NAMIBIA

T: +264 61 207 2066  
F: +264 61 207 9066  
E: [bursar@nust.na](mailto:bursar@nust.na)  
W: [www.nust.na](http://www.nust.na)

### **Letter of Invitation**

**Procurement Reference No: NCS/RFQ/NUST – 003/2025**

Dear Prospective Service Provider

**Request for Sealed Quotations to provide branding services to the Namibia University of Science and Technology (NUST)**

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the services described below.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Any request for clarification should be forwarded in writing to Ms Rosemary Tjombonde-Kakuuui; Tel: +264 61 207 2020 Fax: +264 207 2966, email address: [bidbox@nust.na](mailto:bidbox@nust.na).

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

**Rosemary Tjombonde-Kakuuui**

*Manager: Procurement Management Unit*

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

**NUST** reserves the right:

- (a) To split the Contract as per the lowest evaluated cost site, or
- (b) To accept or reject any quotation or cancel the quotation process; and
- (c) Reject all quotations at any time before contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing, and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration;
- (b) The Price Activity Schedule in Section IV;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

Before preparing your quotation, you are advised to carefully read the Request for Sealed Quotations document, including the Contract Data in Section Von. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The Quotation validity period shall be **180** days from the submission deadline date.

### 4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following **mandatory** documents:

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

No	Document Name	Please tick
1	A valid certified copy of the Company registration certificate, clearly indicating shareholders' and principals' contact details (as registered with BIPA) <b>(Attach certified copies of the Identification Document of all shareholders).</b>	
2	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
3	A valid original or certified copy of the company's good standing certificate from the Social Security Commission.	
4	A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act, 1998.	
5	A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 <b>(complete and return with the bid)</b>	
6	<b>Written declaration:</b> A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, where applicable and that it will abide by sub-clause 6.8 of the General Conditions of Contract if it is awarded the contract or part thereof; and; <b>(Attach written declaration on bidder letterhead)</b>	
7	<b>Company Profile:</b> Detailed profile outlining the company's history, mission, and areas of expertise in line with the requested service. <b>(Attach company profile)</b>	

8	<b>Client References:</b> The Bidder must attach at <b>least three (3) reference letters</b> from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description of their implementation were provided in the last <b>three (3) years (2022 to 2024)</b> . The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. <b>(Attach three reference letters).</b>	
9	<b>Adherence to Branding Standards:</b> The bidder must attach a written declaration showing how the bidder ensures adherence to client branding guidelines (colour schemes, typography, logo usage, etc.)	
10	<b>Innovation and Creativity:</b> Demonstration of unique approaches to NUST Campus branding. <b>(Attach mock design concept based on annexures 1 provided by NUST)</b>	
11	<b>Initial bidding document:</b> The bidder shall initial all pages, including all attachments.	
12	<b>Binding bidding document:</b> The bidder shall ensure that the bidding document is binded, including all the attachments, and that no loose papers/documents will be accepted.	

***NB: Only a valid original or certified copy of an original document as 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) will be accepted.***

***Failure to comply with any of the abovementioned requirements will deem the bidder document unresponsive and disqualified.***

#### **5. Bid Securing Declaration**

Bidders are required to submit a Bid Securing Declaration for this procurement process.

#### **6. Service Delivery**

Service delivery shall be within 30 days after acceptance of the Purchase Order and/or award letter.

#### **7. Documents to be submitted**

Bidders shall submit along with their quotation documents giving the company's profile, past experience, and evidence of similar services provided with customers' reference details.

#### **8. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

#### **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at:

**Namibia University of Science and Technology  
13 Jackson Kaujeua Street  
Bid Box  
Administration Building, 1<sup>st</sup> Floor  
Windhoek**

**21 February 2025 (Friday)**

## **12h00 (local time)**

Quotations by post or hand-delivered should reach Namibia University of Science and Technology by the same date and time at the latest.

**Late quotations will be rejected.**

**Quotations received by email will not be considered.**

### **10. Opening of Quotations**

Quotations will be opened internally by the **NUST** immediately after the closing time referred to in instruction nine (9) above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the NUST website, [www.nust.na](http://www.nust.na), and available to any bidder on request within three (3) working days of the Opening.

### **11. Evaluation of Quotations**

**NUST** shall have the right to request clarifications in writing during evaluation. Substantially responsive offers shall be compared based on the evaluated cost to determine the lowest evaluated quotation. The Evaluation Criteria are detailed in Annexure A of this bidding document.

### **12. Scope of Services and Performance Standards**

The Scope of Services, Specifications, and Performance standards detailed in Sections III and V are to comply.

### **13. Prices and Currency of Payment**

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the services and shall include all duties. The cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed included in the quoted prices.

### **14. Labour Clause**

In order to qualify for the award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide by the sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.

### **15. Margin of Preference**

None

### **16. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service, shall be selected for award of the contract. Award of the contract shall be by issuing a Purchase Order/Letter of Acceptance per the terms and conditions contained in Section VI: Contract and General Conditions of Contract.

## **17. Notification of Award and Debriefing**

**NUST** shall, after the award of the Contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, **NUST** shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

**SECTION II: QUOTATION LETTER**  
**(to be completed by Bidders)**

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

<b>Quotation addressed to:</b>	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
<b>Procurement Reference Number:</b>	NCS/RFQ/NUST - 003/2025
<b>The subject matter of Procurement:</b>	Request for Sealed Quotations to provide branding service to the Namibia University of Science and Technology (NUST).

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide by ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribed fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount/disqualification on the grounds mentioned in the BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order, and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract if we are awarded the contract or part thereof.

The validity period of the quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation if we are awarded the Contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.



**Quotation Authorised by:**

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date:		Phone No./Fax	

## Appendix to Quotation Letter

### **BID SECURING DECLARATION (Section 45 of Act) (Regulation 37(1) (b) and 37(5))**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Procurement Ref No.: NCS/RFQ/NUST – 003/2025

**To:**  
**Namibia University of Science and Technology**  
**13 Jackson Kaujeua Street**  
**Windhoek West**

I/We\* understand that in terms of section 45 of the Act, a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder, or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We\* understand this bid securing declaration ceases to be valid if I am/we are\* not the successful Bidder.

Signed: \_\_\_\_\_  
*[Insert signature of person whose name and capacity are shown]*

Capacity of: \_\_\_\_\_  
*[Indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: \_\_\_\_\_  
*[Insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[Insert date of signing]*

Corporate Seal (where appropriate)



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

The location where work will be done, goods/services will be delivered: .....

.....

### **3. UNDERTAKING**

I .....[insert full name], owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times, comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

## **SECTION III: SCOPE OF SERVICES**

### **1. INTRODUCTION**

The Namibia University of Science and Technology (NUST) seeks the services of a professional branding agency to enhance and create a cohesive brand identity at its Main Campus. The selected service provider will design, print, and install canvas branding at the main campus.

### **2. OBJECTIVES**

- Strengthen the university's visual identity and brand presence.
- Develop innovative branding strategies to engage students, staff, alumni, and stakeholders.
- Enhance recognition and reputation in the academic sector.

### **3. SCOPE OF WORK**

#### **3.1 Design & Printing**

- The bidder will utilise the branding document provided by the university to create canvas designs.
- The bidder will ensure that all canvases have high-resolution printing suitable for outdoor and indoor displays.
- The bidder shall ensure that all designs adhere to the university's brand guidelines as provided.

#### **3.2 Installation & Placement**

- The bidder will conduct a site assessment to determine that all areas identified for canvas placement are optimal.
- The bidder shall install canvas branding securely using appropriate mounting techniques.
- The bidder shall ensure that all installations are weather-resistant and durable for long-term use.

#### **3.3 Quality Assurance & Compliance**

- The bidder shall perform quality checks to ensure all installed branding canvas meets required industry standards.
- The bidder shall comply with safety and environmental regulations during installation.
- The bidder shall provide a maintenance guide or recommendations for longevity.

### **4. DELIVERABLES**

- The bidder shall design, print and install canvas branding per the provided document and specification instructions as attached. **(ANNEXURE 1)**
- The bidder shall ensure that all canvases are properly installed at designated campus locations as provided.
- The university will approve all artwork and design before installation.

- The bidder shall provide a final report with images and verification of completed work.

## SECTION IV: PRICED ACTIVITY SCHEDULE

**Procurement Reference Number: NCS/RFQ/NUST –003/2025**

*[Complete the unit prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The total price will be determined as per the services on a need-basis.]*

**Currency of Quotation: Namibian Dollars**

Item No	Description of Services	Qty.	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	<b>Main Gate Specifications:</b> make it more 'grand entrance' Illuminating 3D Lettering <b>size:</b> 7 200mm x 600mm Illuminating logo <b>size:</b> 1 500mm x 955mm	1	Each		
2	<b>Poly Heights – East/City facing Specifications:</b> Illuminated logo <b>Size:</b> 5 000mm x 5 000mm	1	Each		
3	<b>Poly Heights Outside/Exterior Specifications:</b> <ul style="list-style-type: none"> <li>Changeable canvas on a metal frame</li> </ul> <b>Size:</b> Canvas 8 000mm x 19 000mm	1	Each		
4	<b>Lecture Building -Exterior Specifications:</b> <ul style="list-style-type: none"> <li>Replaceable canvas placed in a metal frame .</li> <li>Interchangeable PVC Banner-Aluminium Lip Channel Frame</li> <li>One-year warranty NUST Honorary Doctorate recipient - Dr Frank Fredericks</li> <li>Influential brand ambassador/role model</li> </ul>	1	Each		

	<b>Size: 6 100mm x 6 000mm</b>				
5	<b>E-Haus Reception Area - 1</b> <b>3D Cut Out Lettering</b> <b>Size: 1 300mm x 400mm</b>				
6	<b>E-Haus Reception Area - 2</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>• Wallpaper <ul style="list-style-type: none"> <li>• The story/history of E-Haus from a maternity home to a place that gives birth to innovators</li> </ul> </li> <li>• Honour E-haus as a historical/national monument</li> </ul> <b>Size: 1 575mm x 1185 mm</b>				
7	<b>HTTPS Exterior</b> <b>(Brahms and Beethoven Streets)</b> Human-sized Perspex Letters <b>Size: 8 000mm x 2 500mm</b>	1	Each		
8	<b>Health Sciences Building</b> <b>(Brahms Street)</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>• Interchangeable PVC Banner - Aluminium Lip Channel Frame</li> <li>• NUST Honorary Doctorate recipient - Queen Dr Martha Mwadinomho</li> <li>• Influential brand ambassador/role model</li> <li>• <b>Size: 17 200mm x10000mm</b></li> </ul>	1	Each		
		<b>Subtotal</b>			
		<b>Installation Cost</b>			
		<b>Design cost</b>			
		<b>VAT @      %</b>			
		<b>Total</b>			

\* Columns A to D to be completed as applicable by Public Entity



**Priced Activity Schedule Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number:        NCS/RFQ/NUST – 003/2025

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also, state “comply” or “not comply” and give details of any non-compliance/deviation from the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No	Specifications and Performance Required	Compliance Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	<b>Main Gate Specifications:</b> make it more ‘grand entrance’ Illuminating 3D Lettering <b>size:</b> 7 200mm x 600mm Illuminating logo <b>size:</b> 1 500mm x 955mm		
2	<b>Poly Heights – East/City facing Specifications:</b> Illuminated logo <b>Size:</b> 5 000mm x 5 000mm		
3	<b>Poly Heights Outside/Exterior Specifications:</b> <ul style="list-style-type: none"> <li>Changeable canvas on a metal frame</li> </ul> <b>Size:</b> Canvas 8 000mm x 20 000mm		
4	<b>Lecture Building -Exterior Specifications:</b> <ul style="list-style-type: none"> <li>Replaceable canvas placed in a metal frame.</li> <li>Interchangeable PVC Banner- Aluminium Lip Channel Frame</li> <li>One-year warranty NUST Honorary Doctorate recipient - Dr Frank Fredericks</li> <li>Influential brand ambassador/role model</li> </ul> <b>Size:</b> 6 100mm x 6 000mm		
5	<b>E-Haus Reception Area - 1 3D Cut Out Lettering</b> <b>Size:</b> 2400mm x 600mm		

Item No	Specifications and Performance Required	Compliance Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
6	<b>E-Haus Reception Area - 2</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>Wallpaper</li> <li>The story/history of E-Haus from a maternity home to a place that gives birth to innovators</li> <li>Honour E-haus as a historical/national monument</li> </ul> <b>Size:</b> 1 575mm x 1185 mm		
7	<b>HTTPS Exterior (Brahms and Beethoven Streets)</b> Human-sized Perspex Letters <b>Size:</b> 8 000mm x 2 500mm		
8	<b>Health Sciences Building (Brahms Street)</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>Interchangeable PVC Banner - Aluminium Lip Channel Frame</li> <li>NUST Honorary Doctorate recipient - Queen Dr Martha Mwadinomho</li> <li>Influential brand ambassador/role model</li> </ul> <b>Size:</b> 17 200mm x10000mm		

\* Columns A and B to be completed by Public Entity.

**Specifications and Performance Standard Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

## **SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT**

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time-based) available on the website of the Public Entity [www.nust.com.na](http://www.nust.com.na) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:**        **NCS/RFQ/NUST – 003/2025**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <b>shall</b> come into effect as of the <b>date of last signature by both parties</b> .
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by.
<b>GCC 1.6.1 Issue of notices</b>	<p>The Authorized Representative of the <b>Employer (NUST)</b> is:</p> <p>The Vice-Chancellor  Namibia University of Science and Technology  Office of the Vice-Chancellor  <a href="mailto:vc@nust.na">vc@nust.na</a>  +264 61 207 2001</p> <p>The Authorized Representative of the <b>Service Provider</b> is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____</p> <p>Contact Number: _____</p>
<b>GCC 4.2 Contract Price</b>	The amount payable is as per the price activity schedule.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider monthly <b>30 days</b> after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices <b>shall not be</b> adjustable.

## SCHEDULE 3

### QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: NCS/RFQ/NUST – 003/2025**

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Signed Bid Securing Declaration		
Company profile, past experiences, and references where similar services have been provided		
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – <b>Attach certified copies of all shareholders Identification documents.</b> <i>(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).</i>		
A valid certified copy of an original Good Standing Tax Certificate <b>(valid at the deadline of submission of bid)</b> <i>(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),</i>		
A valid original or valid certified copy <b>(valid at the deadline of submission of bid)</b> of Good Standing Social Security Certificate; <i>(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).</i>		
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, <b>(valid at the deadline of submission of bid)</b> 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 <i>(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).</i>		
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007		

A written declaration on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, where applicable and that it will abide by sub-clause 6.8 of the General Conditions of Contract if it is awarded the contract or part thereof; and;		
Company Profile: Detailed profile outlining the company's history, mission, and areas of expertise in line with the requested service. (Attach company profile)		
Client References: The Bidder must attach at least three (3) reference letters from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description of their implementation were provided in the last three (3) years (2022 to 2024). The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. (Attach three reference letters).		
Adherence to Branding Standards: The bidder must attach a written declaration showing how the bidder ensures adherence to client branding guidelines (colour schemes, typography, logo usage, etc.)		
Innovation and Creativity: Demonstration of unique approaches to NUST Campus branding. (Attach mock design concept based on annexures 1 provided by NUST)		
Initial bidding document: The bidder shall initial all pages, including all attachments.		
Binding bidding document: The bidder shall ensure that the bidding document is binded, including all the attachments, and that no loose papers/documents will be accepted.		

**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.

## ANNEXURE A

### EVALUATION CRITERIA

The following evaluation criteria shall be applied, notwithstanding any other requirement in the tender documents. The bidder must meet the following mandatory requirements.

#### STAGE 1: MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – <b>Attach certified copies of all shareholders Identification documents.</b> (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).	
A valid certified copy of an original Good Standing Tax Certificate ( <b>valid at the deadline of submission of bid</b> ) (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),	
A valid original or valid certified copy ( <b>valid at the deadline of submission of bid</b> ) 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).	
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, ( <b>valid at the deadline of submission of bid</b> ) 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).	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	
A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, where applicable and that it will abide by sub-clause 6.8 of the General Conditions of Contract if it is awarded the contract or part thereof; and;	



Submit signed Bid Securing Declaration	
<b>Initial bidding document:</b> The bidder shall initial all pages, including all attachments.	
<b>Binding bidding document:</b> The bidder shall ensure that the bidding document is binded, including all the attachments, and that no loose papers/documents will be accepted.	

**NB: Only valid original or certified copy of an original document as certified 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) will be accepted.**

**At this stage, the bidder's submission will either be responsive or non-responsive. Non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.**

## **STAGE 2: TECHNICAL REQUIREMENTS DOCUMENT EVALUATION CRITERIA**

<b>Mandatory Technical Requirements</b>	
<b>Bidder Experience</b>	<b>Points</b>
<p><b>Detailed Company Profile:</b> Detailed profile outlining the company's history, staff compliment, mission, and areas of expertise in line with the requested service. <b>(Attach company profile)</b></p> <ul style="list-style-type: none"> <li>• A detailed company profile indicating the following: = <b>30 points</b></li> <li>✓ A clear description of services in line with the bid request.</li> <li>✓ Business addresses (trading, telephone numbers, contact persons and email)</li> <li>✓ Demographics (number of employees)</li> <li>✓ Geography (operation coverage)</li> <li>✓ Physical Facilities (office space, industrial equipment etc)</li> <li>• Company profile not narrated and missing key elements = <b>10 points</b></li> <li>• No company profile attached= <b>0 point</b></li> </ul>	<b>Max 30 points</b>
<p><b>Client References:</b> The Bidder must attach at least three (3) reference letters from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description of their implementation were provided in the <b>last three (3) years (2022 to 2024)</b>. The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. <b>(Attach three reference letters)</b>.</p> <ul style="list-style-type: none"> <li>• At most 3 references were attach= <b>20 points</b></li> <li>• At most 2 references were attach= <b>15 points</b></li> <li>• At most 1 reference was attach = <b>5 points</b></li> </ul>	<b>Max 20 points</b>

<ul style="list-style-type: none"> <li>No reference was attach = <b>0 points</b></li> </ul> <p><b>NUST will conduct verification of the reference letters provided.</b></p>	
<p><b>Adherence to Branding Standards:</b> The bidder must <b>attach a written declaration</b> showing how the bidder ensures adherence to client branding guidelines (colour schemes, typography, logo usage, etc.)</p> <ul style="list-style-type: none"> <li>A written declaration on company letterhead is attach=<b>20 points</b></li> <li>No declaration = <b>0 points</b></li> </ul>	<b>Max 20 points</b>
<p><b>Innovation and Creativity:</b> Demonstration of unique approaches to NUST Campus branding. (<b>Attach mock design concept based on annexures 1 provided by NUST</b>)</p> <ul style="list-style-type: none"> <li>Bidder has attached a mock design visual concept based on Annexure 1 provided by NUST that is innovative and creative = <b>30 points</b></li> <li>Bidder has attached a mock design visual concept based on Annexure 1 provided by NUST that lacks creativity and innovation = <b>10 points</b></li> <li>Bidder has not attached any mock design visual concept = <b>0 points</b></li> </ul>	<b>Max 30 points</b>
<b>Total points</b>	<b>100%</b>
<b>Minimum threshold to qualify for financial consideration</b>	<b>70 points</b>

A bidder is required to score a least 70 points. Bidders scoring less than 70 will not be considered for financial evaluation.

- a) For financial evaluation, contractors will be ranked according to the price quoted (from lowest to highest)



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

# NUST Main Campus Branding **[Visual]** Concept

*Canvas*



## 2025 NUST THEME

### A Decade of Eminence: Celebrating Education, Science and Technology for Development

#### Description

With the University reaching the milestone of ten years since the NUST Act of 2015 was enacted, this theme reflects the Institution's commitment to advancing knowledge and fostering innovation. Whilst the Institution has been in existence since 1980, this theme highlights the transformative role of education, science, and technology in driving societal progress and sustainable development since the transformation to a university ten years ago. It celebrates achievements in research, academic excellence, and the application of cutting-edge technologies that have contributed to both local and global development. The theme underscores the university's vision of shaping a brighter future through intellectual leadership and impactful collaborations.



## **Vision**

**A premier technological university known for knowledge creation, innovation,  
and entrepreneurship.**

## **Mission**


**An engaged and responsive university, meeting the needs of stakeholders through excellent  
education, applied research, innovation and service.**



## **PHASE 1**

- **Lecture Building Exterior**
- **Polyheights Exterior Facing Main Gate**
- **Polyheights Exterior Facing City**
- **E-Haus Reception Area 1**
- **E-Haus Reception Area 2**
- **Main Gate**
- **Health Sciences Building (Brahms Street)**
- **HTTPS Exterior (Cnr Brahms & Beethoven Streets)**



A photograph of the main entrance gate of the Namibia University of Science and Technology. The gate is a large, open metal structure with a brick wall on the left and a fence on the right. A sign with the university's name is mounted on the gate. A blue banner on the left says 'REGISTER HERE'. A large, illuminated logo is visible on the brick wall. The background shows a multi-story building and trees.

## Namibia University of Science and Technology

### MAIN GATE

- make it more 'grand entrance'
- Illuminating 3D Lettering **size:** 7 200mm x 600mm
- Illuminating logo **size:** 1 500mm x 955mm

## POLYHEIGHTS EXTERIOR FACING CITY

- Illuminating logo

**Size:** 5 000mm x 5 000mm





## POLYHEIGHTS EXTERIOR FACING MAIN GATE

- Interchangeable PVC Banner-Aluminium Lip Channel Frame
- Changeable canvas on frame

**Size:** Canvas 8 000mm x 20 000mm

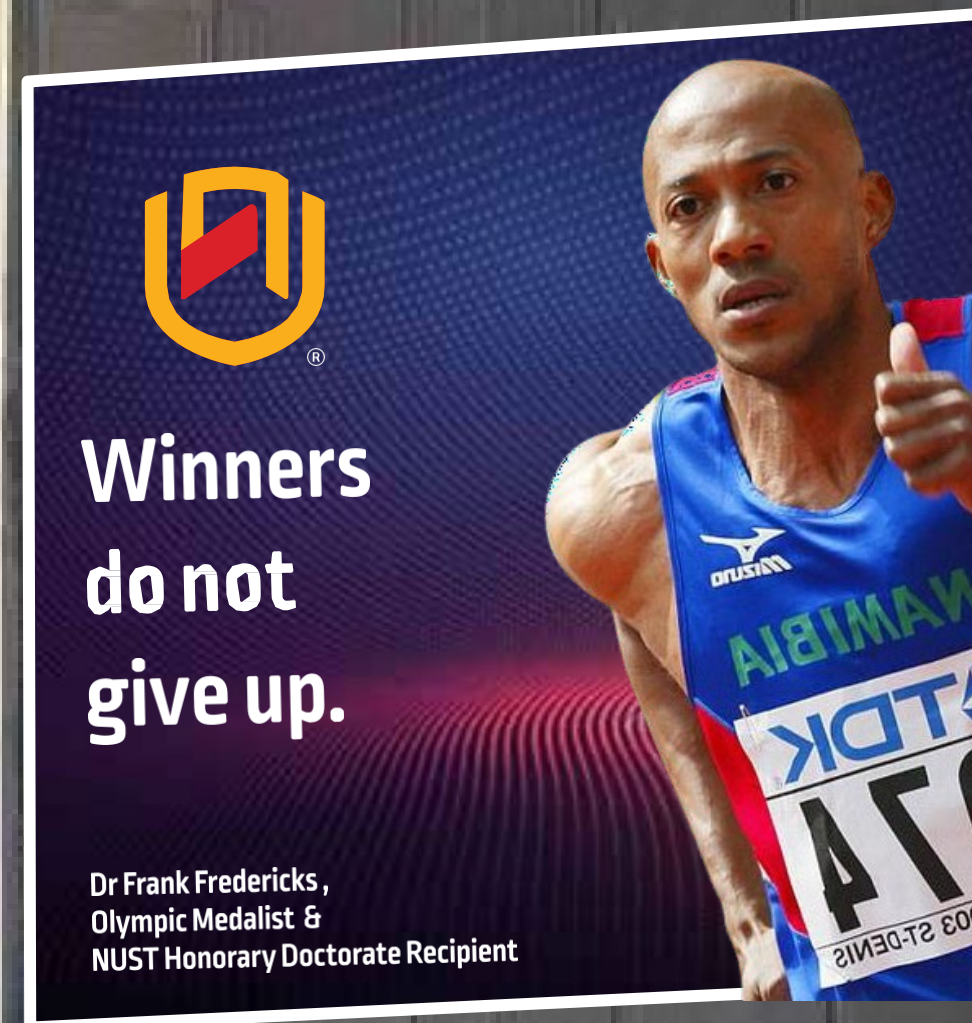




## LECTURE BUILDING EXTERIOR

- Interchangable PVC Banner-Aluminium Lip Channel Frame
- Replaceable canvas placed in a metal frame structure
- One-year warrranty
- NUST Honorary Doctorate recipient - Dr Frank Fredericks
- Influential brand ambassador / role model

Size: 6 100mm x 6 000mm



## E-Haus Reception Area 1

- 3D Cut Out Illuminating Lettering

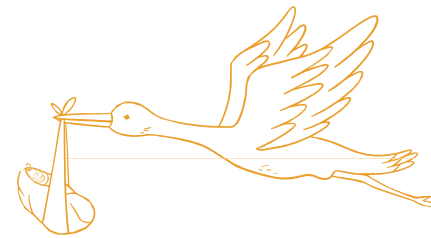
**Size:** 2 400mm x 600mm

**Welcome to Elisabeth-Haus**



## Our Story

In 1908 a Maternity Ward was born, and it was to be named Elisabeth Haus, offering much needed relief to expectant mothers who desperately needed access to medical services. After seven decades, the ward was eventually closed with over 12 000 births recorded. Fast-forward to 1980, the Academy for Tertiary Education was established as part of this very same building, becoming the first institution of higher education in the Republic of Namibia. Then in 1986 the Ehaus was proclaimed a national monument because of the rich history contained in these walls. In 1994, the Polytechnic was founded and in 2015, NUST was birthed. This is not the full story. Scan the QR code to get the full picture.



### E-HAUS RECEPTION AREA 2

- Wallpaper
- The story/history of E-Haus from maternity home to a place that gives birth to innovators
- Honour E-haus as a historical/national monument

Size: 1 575mm x 1185mm



A photograph of a modern building with a unique facade made of human-sized perspex letters. The letters spell out 'I ❤️ NUST' in a large, bold font. The building is situated at the corner of Brahm's and Beethoven Streets. The sky is clear and blue, and there are some trees and parked cars in the foreground.

HTTPS EXTERIOR  
(Cnr BRAHMS & BEETHOVEN STREETS)

- Human-sized Perspex Letters

Size: 8 000mm x 2500mm

I ❤️ NUST

## HEALTH SCIENCES BUILDING (BRAHMS STREET)

- Interchangeable PVC Banner - Aluminium Lip Channel Frame
- NUST Honorary Doctorate recipient - Queen Dr Martha Mwadinomho
- Influential brand ambassador / role model

**Size:** 17 200mm x 10 000mm







**[www.nust.na](http://www.nust.na)**

Primary Elements A.2

Brand Architecture

A.2

Brand Marks

This is a summary of the structure in which all the marks are arranged and their specific application.

The University's Crest, Culture Mark, and Marketing Brand icon are registered trademarks.

You require permission from the Department of Corporate Engagement and Internationalisation to produce items bearing the marks.

Academic Crest

- Ceremonial flags, gowns and collaterals
- Academic certification
- Academic blazer
- Vice-Chancellor: business communication
- Iconic signage
- \*Applied to Chancellor and Council business marketing communication



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Marketing Brand

- All general business communication
- All general marketing communication
- Advertising
- Signage
- Collateral and promotional



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY



NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY



NAMIBIA  
UNIVERSITY  
OF SCIENCE  
AND TECHNOLOGY

Faculties

- Faculty specific business communication
- Faculty specific marketing communication
- Faculty specific advertising
- Faculty specific signage
- Collateral and promotional



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Commerce,  
Human Sciences and  
Education



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Computing and  
Informatics



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Engineering and  
the Built Environment



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Health, Natural  
Resources and Applied  
Sciences

Departments

- Selected marketing communication
- Selected collateral



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Commerce,  
Human Sciences and  
Education  
Department of Management



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Commerce,  
Human Sciences and  
Education  
Department of Accounting,  
Economics and Finance



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Commerce,  
Human Sciences and  
Education  
Department of Human Sciences



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Commerce,  
Human Sciences and  
Education  
Department of Technical and  
Vocational Education and Training



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Faculty of Commerce,  
Human Sciences and  
Education  
Department of Marketing and  
Logistics



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Office of the Registrar



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Department: Corporate Engagement  
and Internationalisation

Graduate Schools/Schools

- Selected marketing communication
- Selected collateral



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY  
HP-GSB  
HAROLD PUPKEWITZ  
Graduate School of Business

Centres and Institutes

- Selected marketing communication
- Selected collateral



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY  
Satellite Campuses  
and Lifelong Learning  
Support



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OF SCIENCE AND  
TECHNOLOGY



CED  
CENTRE FOR ENTERPRISE  
DEVELOPMENT



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY



NUST  
CHESS  
CLUB



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY



NBII  
NAMIBIA BUSINESS INNOVATION INSTITUTE



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY



FAB  
lab  
ASSOCIATION OF IDEAS



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY



NEI  
NAMIBIA ENERGY INSTITUTE



NAMIBIA  
UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY



IDL  
Innovation  
Design  
Lab



Primary 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.



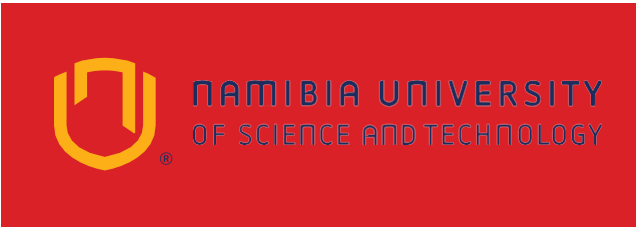
- Brand Marks**
- Wordmark
  - Academic Crest
  - Meaning
  - Colour Use
  - Signature: Construction & Clear Space Guidelines
  - Marketing Icon
  - Marketing Brand Mark
  - Signature: Construction & Clear Space Guidelines
  - Secondary Construction
- Co-branding Construction: Graduate Schools/Centres Institutes/Student Societies
- Faculties: Construction
- Departments: Construction
- Size Recommendations
- Student Culture Mark
- Brand Architecture
- **Brand Mark Fumbles**

A.2

Do not reduce the size of the icon or Wordmark, do not stretch, squash or separate.



Do not alter or change the colour of the Brand Mark, or position it on a colour other than what is specified.



Do not position the Brand Mark on a visual background that will obscure the visibility thereof.



Do not move the components of the Brand Mark to alternative positions, create your own Brand Mark or change the typography to another font

No font substitution



Do not used the colour version of the Brand Mark for black and white output.



# Primary Elements

## A.2

- Style Components
- Primary Colours
  - Faculty Colours
  - Secondary Colours
  - Typography
  - Layout Grid
  - Supergraphic
  - Photographic Themes

# A.2

### Primary Colours

Primary colours are reserved for all (primary) market-facing communication to unify the visual communication.

Primary 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 with which to manage and control the colour output. This is preferred in 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 still needs to be managed in reproduction.



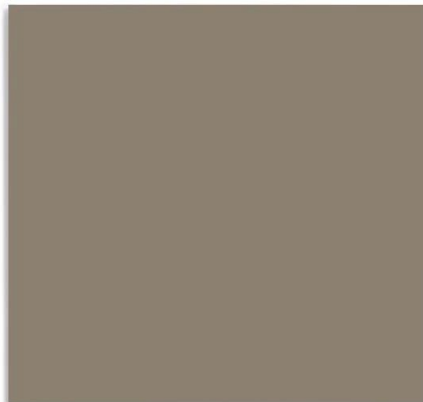
#### Digital Colour

Digital colour will vary the most since most monitors and devices vary in terms of colour display settings.

The colours have been matched to the closest combination.

#### HEX Code (Web Colours)

Hex codes are a hexadecimal format for identifying colours. This is a system used in HTML, CSS and SVG. Each hex code refers to a very specific colour.

	Gold	Red	Blue	Metallic Gold																																
Spot	<div><p><b>Pantone® 7409</b></p></div>	<div><p><b>Pantone® 1795</b></p></div>	<div><p><b>Pantone® 281</b></p></div>	<div><p><b>Pantone® 8003</b></p></div>																																
Process	<table><tr><td>Cyan</td><td>0%</td></tr><tr><td>Magenta</td><td>35%</td></tr><tr><td>Yellow</td><td>100%</td></tr><tr><td>Black</td><td>0%</td></tr></table>	Cyan	0%	Magenta	35%	Yellow	100%	Black	0%	<table><tr><td>Cyan</td><td>10%</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>	Cyan	10%	Magenta	100%	Yellow	100%	Black	0%	<table><tr><td>Cyan</td><td>100%</td></tr><tr><td>Magenta</td><td>90%</td></tr><tr><td>Yellow</td><td>30%</td></tr><tr><td>Black</td><td>30%</td></tr></table>	Cyan	100%	Magenta	90%	Yellow	30%	Black	30%	<table><tr><td>Cyan</td><td>40%</td></tr><tr><td>Magenta</td><td>40%</td></tr><tr><td>Yellow</td><td>60%</td></tr><tr><td>Black</td><td>10%</td></tr></table>	Cyan	40%	Magenta	40%	Yellow	60%	Black	10%
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Black	10%																																			
Digital	<table><tr><td>Red</td><td>252</td></tr><tr><td>Green</td><td>175</td></tr><tr><td>Blue</td><td>23</td></tr></table>	Red	252	Green	175	Blue	23	<table><tr><td>Red</td><td>218</td></tr><tr><td>Green</td><td>33</td></tr><tr><td>Blue</td><td>40</td></tr></table>	Red	218	Green	33	Blue	40	<table><tr><td>Red</td><td>27</td></tr><tr><td>Green</td><td>44</td></tr><tr><td>Blue</td><td>93</td></tr></table>	Red	27	Green	44	Blue	93	<table><tr><td>Red</td><td>139</td></tr><tr><td>Green</td><td>127</td></tr><tr><td>Blue</td><td>113</td></tr></table>	Red	139	Green	127	Blue	113								
Red	252																																			
Green	175																																			
Blue	23																																			
Red	218																																			
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Green	44																																			
Blue	93																																			
Red	139																																			
Green	127																																			
Blue	113																																			
HEX Code	#f6b11f	#d9272d	#1d2758	#8b7f71																																

# Primary Elements

## A.2



Style Components

- Primary Colours
- Faculty Colours
- Secondary Colours
- Typography
- Layout Grid
- Supergraphic
- Photographic Themes

A.2

### Faculty Colours

Different individual colours are applied to distinguish the Faculties. These colours are only relevant in communication that speaks exclusively to the specific Faculty offering – including graduation gowns.

Faculty of Computing and Informatics		Faculty of Commerce, Human Sciences and Education		Faculty of Engineering and the Built Environment		Faculty of Health, Natural Resources and Applied Sciences	
							
Pantone® 234		Pantone® 152		Pantone® 1815		Pantone® 7466	
Cyan	10%	Cyan	0%	Cyan	0%	Cyan	75%
Magenta	100%	Magenta	70%	Magenta	98%	Magenta	0%
Yellow	0%	Yellow	100%	Yellow	100%	Yellow	34%
Black	35%	Black	0%	Black	50%	Black	0%
Red	158	Red	235	Red	96	Red	0
Green	20	Green	91	Green	56	Green	178
Blue	96	Blue	39	Blue	19	Blue	180
HEX Code	#9e1460	HEX Code	#eb5b27	HEX Code	#8b0b04	HEX Code	#00b2b8