



**REQUEST FOR SEALED QUOTATIONS**

**FOR**

**THE PROVISION OF MOTOR VEHICLE REPAIR AND MAINTENANCE SERVICES FOR THE NAMIBIA  
UNIVERSITY OF SCIENCE (NUST) FOR THREE (3) YEARS**

**Procurement Reference No: NCS/RFQ/NUST – 006/2025**

<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>		

	Service Description	Tick (Service/s applicable)
A	Minor and Major service	
B	Towing services	
C	Other ad hoc repair and maintenance services	

***Disclaimer: More than one service provider will be appointed per service. Suppliers are to tick for which services they are tendering clearly.***



### **Letter of Invitation**

**Procurement Reference No: NCS/RFQ/NUST – 006/2025  
2025**

**26 March**

Dear Prospective Service Provider

**Request for Sealed Quotations for the provision of motor vehicle repair and maintenance at the Namibia University of Science and Technology (NUST) for three (3) years.**

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:

- a) A valid original or certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact *details as registered with the Business & Intellectual Property Authority (BIPA)* (**Attach certified copies of all shareholders/members' 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 the Affirmative Action Compliance Certificate or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in section 42 of the Affirmative Action Act, 1998.
- e) A Written undertaking as contemplated in Section 138(2) of Labour Act, 2007.
- f) Submit signed Bid-securing Declaration.
- g) A valid original or certified copy of an NTA trade certificate, National Vocational Certificate, or any other recognised trade certificate (Automotive Engineering, Automotive Mechanics, etc.).

**NB: Only a valid certified copy of an original document 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.**

**5. Bid Securing Declaration**

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

**6. Contract Period for Services**

The Contract shall be on a fixed rate for **three (3)** years. Please adjust your quoted rates accordingly.

**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**

**16 April 2025 (Wednesday)**

**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.

**For any Technical clarifications, please contact: Mr Jefta Ampueja on telephone number: 083 207 2764.**

## **11. Evaluation of Quotations**

**NUST** shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

## **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 whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

## **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 issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

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

**NUST** shall, after 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 - 006/2025
<b>The subject matter of Procurement:</b>	Request for Sealed Quotations for the servicing of motor vehicle repair and maintenance services at the Namibia University of Science and Technology (NUST) for three (3) years

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 – 006/2025

**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

NUST seeks the services of a **panel of eligible and qualified service providers** for the provision of timely repair and maintenance and services of NUST vehicles that are out of warranty to ensure that all NUST vehicles and trailers are in good condition and their use increases efficiency, reliability, and safety in their use.

The service scope encompasses the provision of planned, adhoc and emergency repair and maintenance services to the University post-warranty vehicles. Vehicle servicing intervals vary depending on mileage, vehicle age, condition of the vehicle or fuel type. Scheduled maintenance will be conducted based on the distance covered by the vehicle at manufacturer-specified intervals specifically at intervals of 5,000 km, 10,000 km, 20,000 km. Currently, NUST has a fleet of 57 vehicles comprising of Sedans, Pick-up Bakkies, minibuses, Truck buses, buses and trailers, on main campus and regionally. NUST fleet in Eenhana, Outapi (shared with Eenhana), Tsumeb, Otjiwarongo, Rietfontein, Keetmanshoop and Gobabis. The successful bidder(s) must be able to offer services in these areas as well as and when required. NUST aims to establish a Service Level Agreement with the service providers to provide the repair and maintenance services on an adhoc basis.

#### 1. Scope of services:

To undertake the work mentioned in the bidding document, the service provider fulfilling the eligibility mentioned above criteria shall be able to fulfil the following categories of services: Interested bidders may quote for Minor and Major service, Towing services and/or adhoc vehicle repairs and maintenance as described below:

No.	Scope of service	Details
1	General Service – <b>Minor and Major Services</b>	Regular maintenance, such as oil changes, filter replacements, and thorough inspections etc..
2	<b>Towing Services</b>	Emergency towing for breakdowns and accidents. Transport of vehicles to repair facilities.
<b>Other adhoc vehicle and maintenance services</b>		
3	Engine Overhauls and Repairs	Complete disassembly of the engine, followed by thorough cleaning, inspection, and reassembly. Repairing or replacing any worn engine components as necessary.
4	Gearboxes, Clutch, Differential, Drive Shafts, and Final Drives	Diagnosis and repair of transmission issues. Clutch replacements and adjustments. Servicing and repair of differentials, drive shafts, and final drive units
5	Auto Electronics System	Troubleshooting and repair of electrical systems. Installation and maintenance of electronic components such as sensors, wiring, and control units.
6	Cooling, Air-Condition, and Radiator Services	Inspection and repair of cooling systems to prevent overheating. Air conditioning system servicing, including refrigerant refills and leak repairs. Radiator cleaning, repair, and replacement.
7	Exhaust System	Inspection and repair of exhaust components to ensure proper emission control. Replacement of mufflers, catalytic converters, and exhaust pipes.

8	Auto Brake System	Brake inspections, pad replacements, and fluid checks. Repair and replacement of brake components such as rotors, calipers, and brake lines
9	Tyre Repair Services	Puncture repairs, tyre balancing, and alignment. Replacement of worn or damaged tyre
10	Windscreens, Glass Panel Fitment & Repairs	Replacement and repair of windscreens and other vehicle glass. Installation of glass panels for enhanced visibility and safety.
11	Locksmith Services	Key cutting and duplication. Repair and replacement of vehicle locks and ignition systems.
12	Canopy Supply and Repairs	Supply and installation of vehicle canopies. Repair and maintenance of existing canopies.
13	Line Boring, Re-Bushing of Frames, and Machining Components	Precision machining services for worn or damaged components. Re-bushing and line boring to restore structural integrity.
14	Welding and Fabrication Services	Custom welding and fabrication for vehicle modifications and repairs. Structural repairs to ensure vehicle safety and performance.
15	Panel Beating and Spray Painting	Bodywork repairs including dent removal and panel replacement. Professional spray painting for a flawless finish
16	Upholstery Works	Repair and replacement of vehicle interiors including seats, carpets, and headliners. Custom upholstery services for enhanced comfort and aesthetics.
17	Vehicle Suspension Systems	Inspection and repair of suspension components such as shocks, struts, and springs. Alignment and adjustment for optimal ride quality and handling.

## 2. Technical Requirements of service provider:

**The Service Provider shall meet the minimum requirements listed below:**

- a) The Service Provider is required to deliver prompt on-site assistance in the event of a vehicle breakdown, both within Windhoek and beyond, across the entire country.
- b) The Service Provider should have phone land line, email address for continuous communication in case of emergency or unplanned replace of parts of NUST vehicles. Provide profile detailing business addresses (trading, telephones numbers, contact persons, and email, as well as demographics information such as employees and physical facilities such as offices.

- c) The Service Provider should provide a Full company profile with categories of service(s) applied for e.g. General, Engine overhaul and repairs etc. Physical location of the workshop should also be included.
- d) The Service Provider should provide an Organisational chart indicating key personnel for these services. Attach a diagram that shows the structure of your organisation, the chain of command, and the relative ranking of various positions in an organisation. The organogram should include information such as the job titles, reporting structures and areas of responsibility for the employee.
- e) The Service Provider should provide a Curriculum Vitae and contact details of the key staff with a minimum of 2 years' experience in their field of expertise.
- f) The Service Provider should provide a valid original or certified copy of an NTA trade certificate, National Vocational Certificate, or any other recognised trade certificate (Automotive Engineering, Automotive Mechanics, etc.).
- g) The Service Provider should provide a Certified Insurance Certificate indicating type of insurance, value and risks covered.
- h) The Service Provider should have a workshop premises and provide proof of Security of premises (Premises used must be secure for overnight repairs) in the form of a valid agreement with a Security Company and a list of equipment and tools for the proper maintenance and repair of the motor vehicles.
- i) The Service Provider should provide at least three (3) relevant reference letters demonstrating experience in similar assignments undertaken within the last three (3) years (2021-2024). These reference letters should include the entity's name, nature of the contract, contact person and office telephone number, and email address.
- j) The Service Provider should provide Certified Insurance Certificate indicating type of insurance, value and risks covered.

### 3. Request for service procedures:

- a) The Authorized Official of NUST will be responsible for signing all Maintenance and Repair Orders. Any services or repairs beyond the initially requested work must receive prior approval before being carried out.
- b) All invoices must be accompanied by the relevant Work Order.
- c) The service provider is required to provide a monthly statement to the NUST Facilities Department, detailing all maintenance services performed, categorized by vehicle number and invoice number.
- d) The total amount on the statement must correspond to the aggregate of all invoices included.
- e) Each invoice should clearly indicate the vehicle number associated with the services rendered.
- f) Every invoice must possess a distinct identification number.

### 4. Requirements of the workshop:

- a) **Workshop premises-** The successful service provider must have a suitable workspace to repair and maintain the NUST fleet and should be accessible via a wide road leading to its premises.
- b) **Experience of the Workshop:** The workshop must possess a minimum of three (3) years of operational experience. The establishment date of the workshop should be no less than five years prior, as indicated in the workshop registration certificate. The workshop is required to demonstrate substantial experience in delivering services to State-Owned Entities, government, and other reputable organizations within the last three years.
- c) **Security Features:** The workshop facility must be adequately secured, featuring high boundary walls surrounding the building. It should be equipped with sufficient security lighting throughout the area and must have security personnel or staff on duty 24 hours a day.
- d) **Premises:** The workshop must include sufficient parking space to accommodate a minimum of 5 vehicles, including cars, buses and trailers, simultaneously.
- e) **Personnel Requirements:** The workshop is required to employ an adequate number of qualified staff and support personnel to deliver efficient professional services for vehicle repairs and maintenance to NUST. A comprehensive list of the workshop's employees must be submitted as per **Annexure A** attached. Additionally, CVs and copies of relevant technical certifications for key personnel should be included.
- f) **Equipment Inventory:** The workshop should be properly equipped to service at least five vehicles concurrently and must feature a minimum of two hydraulic lift service stations. A detailed list of the equipment currently owned by the workshop should be provided along with the quotation in the attached format.

- g) **Record keeping:** The Service Provider shall keep and maintain up to-date records of all services rendered to NUST's vehicles and shall remind NUST on the next service schedule.

***NUST will conduct a site visit of the successful bidder to verify the workshop premises before award.***

## **5. Contract duration and fees**

Duration of the initial contract – The contract is for three **(3)** years.

## **6. Payment terms**

Payment will be made within 30 days after delivery of service rendered or goods delivered and submitted valid tax invoice, based on completion, and signed off of items listed under point 7 Deliverables.

## **7. Deliverables**

**This project's end goal is to conduct** planned, ad hoc and emergency repair and maintenance services to the University post-warranty vehicles.

### **1. General Service – Minor and Major Services**

- Perform routine maintenance checks and services.
- Replace oil, filters, and other consumables.
- Provide a detailed service report.

### **2. Engine Overhauls and Repairs**

- Disassemble and inspect the engine.
- Clean and replace worn-out components.
- Reassemble and test the engine for performance.

### **3. Gearboxes, Clutch, Differential, Drive Shafts, and Final Drives**

- Diagnose transmission issues.
- Repair or replace faulty components.
- Test the system for proper operation.

### **4. Auto Electronics System**

- Diagnose electrical issues.
- Repair or replace faulty electronic components.
- Ensure all systems are functioning correctly.

### **5. Cooling, Air-Condition, and Radiator Services**

- Inspect and repair cooling systems.
- Service air conditioning units.
- Clean, repair, or replace radiators.

### **6. Exhaust System**

- Inspect exhaust components.
- Repair or replace faulty parts.
- Ensure the system meets emission standards.

#### **7. Auto Brake System**

- Inspect and replace brake pads and rotors.
- Check and top up brake fluid.
- Test the brake system for safety.

#### **8. Tyre Repair Services**

- Repair punctures and balance tyres.
- Align wheels.
- Replace worn or damaged tyres.

#### **9. Towing Services**

- Provide emergency towing.
- Transport vehicles to repair facilities.
- Ensure safe handling of vehicles.

#### **10. Windcreens, Glass Panel Fitment & Repairs**

- Replace or repair windcreens and glass panels.
- Ensure proper fitment and sealing.
- Test for visibility and safety.

#### **11. Locksmith Services**

- Cut and duplicate keys.
- Repair or replace vehicle locks.
- Ensure all locks function properly.

#### **12. Canopy Supply and Repairs**

- Supply and install new canopies.
- Repair existing canopies.
- Ensure proper fitment and functionality.

#### **13. Line Boring, Re-Bushing of Frames, and Machining Components**

- Perform precision machining.
- Re-bush frames and components.
- Ensure structural integrity.

#### **14. Welding and Fabrication Services**

- Perform custom welding and fabrication.
- Repair structural components.
- Ensure safety and durability.



#### **15. Panel Beating and Spray Painting**

- Repair bodywork and remove dents.
- Perform professional spray painting.
- Ensure a high-quality finish.

#### **16. Upholstery Works**

- Repair or replace vehicle interiors.
- Provide custom upholstery services.
- Ensure comfort and aesthetics.

#### **17. Vehicle Suspension Systems**

- Inspect and repair suspension components.
- Align and adjust the system.
- Ensure optimal ride quality and handling.

**After completing the servicing and/or repair, NUST shall receive a signed job card and invoice detailing the job done.**

#### **8. Expected standards**

- a) All work and inspections will be performed in accordance with the Scope of Services.
- b) All cars are to be picked up and/or delivered at no added cost to the University. Prior written approval must be received from the University for any additional costs for repairs and replacement parts.

#### **9. Expectations**

- a) The Service Provider is expected to maintain a permanent place of business with a minimum of five (5) years of experience providing repair and maintenance services of motor vehicles.
- b) The Service Provider shall provide all labour, equipment, tools, services, skills, etc., required to repair and maintain the motor vehicles.
- c) The Service Provider must be accredited, licensed, and registered to operate a workshop an acceptable and recognized certification body.
- d) The Service Provider and its employees must be trained in appropriate safety procedures. Proof of qualifications and certification is expected to be provided.
- e) The successful Service Provider must be in the position to provide the service within 24 hrs after the purchase order has been issued by NUST.

#### SECTION IV: PRICED ACTIVITY SCHEDULE

**Procurement Reference Number:** NCS/RFQ/NUST – 006/2025

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].*

Please refer to Annexure D attached.

A	B	C	D	E	F	G
Item no.	Description of Services (Include shape, colour, material, dimensions etc.)	Quantity required	Unit of measure	*	Price per unit NAD <sup>1</sup>	Total price VAT excl NAD
1	Please refer to Annexure D for the full price schedule					

#### Priced Activity Schedule Authorised By:

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

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

**Please indicate anticipated annual % increase of the above pricelist below:**

*Estimated annual escalation – 2025-*

*Estimated annual escalation – 2026-*

We, the undersigned, hereby accept in full the NUST General Terms and Conditions, and hereby offer bid for Vehicle Repair and Maintenance Services, in conformity with the requirements of NUST as per RFQ.

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## ANNEXURE- A

### LIST OF WORKSHOP STAFF (BOTH TECHNICAL AND MANAGERIAL)

[illegible]

(USE SEPARATE SHEET/S IF REQUIRED)

**CV(s) AND COPIES OF THE RELEVANT TECHNICAL CERTIFICATES OF THE KEY PERSONNEL SHOULD BE ATTACHED.**

NAME OF THE WORKSHOP : \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

## ANNEXURE B

## LIST OF EQUIPMENT AND TOOLS

[illegible]

**(USE SEPARATE SHEET/S IF REQUIRED)**

**EVIDENCE/DOCUMENTS FOR OWNERSHIP OR EXISTENCE OF THE EQUIPMENT IN THE WORKSHOP SHOULD BE ATTACHED).**

**NAME OF THE WORKSHOP :** \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

## ANNEXURE C

## LIST OF CLIENTS

[illegible]

**(use separate sheet/s if required)**

**Clients reference letters must be attached.**

NAME OF THE WORKSHOP : \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

**Procurement Reference Number: NCS/RFQ/NUST – 006/2025**

*[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 to 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 of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<b>See Scope of Services</b>		

\* 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 – 006/2025**

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 from <b>01 June 2025 or 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>31 May 2028.</b>
<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 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: <b>N\$1 000 000</b> _____
<b>GCC 2.7 Reporting Obligations</b>	<p>The Service Provider shall report to:</p> <p>Mr Jefta Ampueja <i>Head: Health, Safety and Environmental</i> Department of Facilities</p>



	<a href="mailto:jampueja@nust.na">jampueja@nust.na</a> +264 83 207 2764
<b>GCC 4.2 Contract Price</b>	The amount payable is as per price activity schedule.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis <b>30 days</b> after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices <b>shall be</b> adjustable.

**ANNEXURE D**

**PRICING SCHEDULE**

**Procurement Reference No: NCS/RFQ/NUST – 006/2025**

**Request for Sealed Quotations for the provision of motor vehicle repair and maintenance at the Namibia University of Science and Technology (NUST) for three (3) years.**

**FORM OF OFFER-REPAIRS AND MAINTENANCE**

*This serves as a guide to the Bidder in preparing the quotation and price schedule. In addition to completing the form of offer, bidders must also provide a quotation on an Official Letterhead which indicate contact details – addresses, email, phone numbers – for verification purposes.*

Bidders are required to indicate a total bid price based on the labour rates below:

<b>Vehicle Type</b>	<b>Labour rate per hour excluding material (N\$) (VAT Inclusive)</b>	<b>Labour rate per hour excluding material (N\$) (VAT Inclusive)</b>
	<b>Minor service</b>	<b>Major service</b>
SEDAN		
HATCHBACK		
BAKKIE		
MINIBUS		
BUS		
SUV		
TRAILER		
TRUCK BUS		
<b>Sub total</b>		
<b>VAT (15%)</b>		
<b>Grand total</b>		

**FORM OF OFFER-TOWING RATES**

Bidders are required to indicate a total bid price based on the labour rates below

<b>Vehicle Type</b>	<b>Towing (Rate per kilometer) (N\$) (VAT Inclusive)</b>
SEDAN	
HATCHBACK	
BAKKIE	
MINIBUS	
BUS	
SUV	
TRAILER	
TRUCK BUS	
<b>Sub total</b>	
<b>VAT (15%)</b>	
<b>Grand total</b>	
<b>Call out after hours (Windhoek)</b>	
<b>Call out after hours (outside Windhoek)</b>	

### 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 – 006/2025**

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Bid Securing Declaration		
Company profile, past experience and references where similar services have been provided		
A valid original or certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details <i>as registered with Business and Intellectual Property Authority (BIPA)</i> ( <b>attach certified copies of all the shareholders/members' identification documents</b> )		
A valid original or certified copy of the company's good standing Tax Certificate ( <i>Ministry of Finance Inland Revenue</i> ).		
A valid original or certified copy of the company's good standing Social Security Certificate ( <i>Social Security Commissioner</i> ).		
A valid original or certified copy of Affirmative Action Compliance Certificate, 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		
Submit signed Bid Submission Form (complete and return with the bid)		
A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.		
A valid original or certified copy of an NTA trade certificate, National Vocational Certificate, or any other recognised trade certificate (Automotive Engineering, Automotive Mechanics, etc.).		

**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.*

## EVALUATION AND QUALIFICATION CRITERIA

## BIDDING EVALUATION PROCESS

The bids will be evaluated in three stages, namely, stages one, two and three, respectively, by the Bid Evaluation Committee (BEC) appointed by the Accounting Officer and subsequently submitted to the Procurement Committee for recommendation of award to the successful bidder/s.

## STAGE 1: MANDATORY DOCUMENTATION AND ELIGIBILITY CRITERIA (PASS/FAIL)

The following are mandatory documents to be submitted by bidders; non-submission of documents outlined below is an automatic disqualification, the bidder cannot be evaluated for Stage 2 Technical.

## MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

No.	Document Name	Yes/No
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 (complete and return with the bid)	
6	Submit signed Bid Submission Form (complete and return with the bid)	
7	A valid original or certified copy of an NTA trade certificate, National Vocational Certificate, or any other recognised trade certificate (Automotive Engineering, Automotive Mechanics, etc.)	

**NB:** Only a valid certified copy of an original document 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.

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

## STAGE 2: TECHNICAL EVALUATION (100 MARKS)

					MAX MARKS
1	<b>Company experience</b>  Provide proof of at least three (3) authentic reference letters of award of similar repair service experience, particularly experience in <b>vehicle repair and maintenance services from 2021-2024</b> . An outline of recent experience on comparable projects executed during the last five years proves the successful experience of a minimum of three (3) years in similar work. <b>(Annexure C). (Attach three (3) letters of reference indicating the contract amount, the date when the project was carried and the contact person).</b>  Any copies of reference letters to be attached must be certified by <i>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> will be accepted.	Valid three (3) years and above substantiated by letter(s) of contract award.	25		25
		Valid two (2) years substantiated by reference letters (s) contract award.	15		
		Less than 2 years substantiated by a reference letter(s)	5		
		No reference letter (s)	0		
		No testimonial/reference letter	0		
2	<b>Company Profile</b> <ul style="list-style-type: none"> <li>Company Name, year and country of incorporation.</li> <li>Locations of offices and other facilities</li> <li>Contact Information</li> <li>Areas of specialisation</li> <li>Local representation/support office</li> <li>List of previous and current clients for similar projects</li> </ul>	Detailed company profile attached	15		15
		The company profile is not detailed or attached.	0		
3	<b>Workshop Premises</b>  Provide proof of a secured workshop with tools and equipment needed to operate repair and maintenance services.	The workshop facility must be adequately equipped, secured. (Attach list of tools and valid agreement of security contract)	10		10
		Invalid or no proof provided	0		

	B. HUMAN RESOURCES AND QUALIFICATIONS				
4	<b>Organisational chart indicating key personnel for this project</b>  Attached is a diagram that shows the structure of your organisation, the chain of command, and the relative ranking of various positions in an organisation. The organogram should include information such as the job titles, reporting structures and areas of responsibility for the employee.	Detailed organogram chart attached	5		5
		The organogram, not fully detailed, is attached.	2		
		No organogram chart is attached.	0		
5	<b>Experience: Key personnel</b>  Key personnel, particularly with experience in vehicle repair and maintenance services. This refers to additional key staff that will complement the workshop foreman on the project. CVs, testimonials and/or reference letters for key staff to be attached.	Three (3) years and above work experience in vehicle repair and maintenance services.	15		15
		Less than three (3) years of work experience in vehicle repair and maintenance services	5		
		Zero experience	0		
C.	C. COMPANY CERTIFICATIONS				
6	<b>Insurance Certifications</b>  Attach a valid certified Insurance Certificate indicating type of insurance, value and risks covered  Clearly state the type of insurance (e.g., liability, workers' compensation, property insurance)  Indicate the coverage amount or value of the insurance.  List the specific risks that are covered by the insurance policy (e.g., accidents, damages, theft).	Attach a valid certified Insurance Certificate indicating type of insurance, value and risks covered.	20		20
		Invalid Insurance Certificate indicating type of insurance, value and risks covered.	0		0
7	<b>Trade Certificates</b>  A certified copy of N4 (or higher) trade certificate should be attached.	At least four (4) valid Trade certificates for employees employed by the company are attached	10		10

	The valid trade certificate should be relevant to the industry or services issued by <b>Namibia Training Authority (NTA)</b> .	Three (3) valid Trade certificates for employees employed by the company are attached	5		
		Less than 3 or no valid Trade certificates for employees employed by the company are attached.	0		
Total score points					100

#### TECHNICAL EVALUATION CRITERIA AND SCORING

**Only Service Providers scoring 70% or more will be considered for financial evaluation.**

#### STAGE 3: PRICE EVALUATION

The bidder, having submitted the lowest evaluated responsive bid price and qualified to perform the task, shall be selected for the contract award.

## ANNEXURE E

### LIST OF VEHICLES TO BE SERVICED

The below list is an *indication* of the current fleet to be maintained on an ad hoc basis (as and when required). The list is not exhaustive and may be subject to change.

<u><b>Year</b></u>	<u><b>Make</b></u>	<u><b>Vehicle Model</b></u>	<u><b>Current location of vehicle</b></u>
1996	MAN	Bus (65 seater)	Main Campus
	Mercedes Benz	Apache of 1726 (65 seater)	Main Campus
2012	VolksWagen	Crafter 50 2.0 BJ (22 Seater)	Main Campus
2015	Toyota	Quantum 2.7 Petrol 16-s	Main Campus
2015	Toyota	Quantum 2.7 Petrol 14-s	Main Campus
2015	Iveco	Daily 50C15V15/E4 Van 15 (22 Seater)	REGIONAL
2016	Toyota	Quantum 2.7 Petrol 16-s Ses Fikile	Main Campus
2016	Toyota	Quantum 2.7 Petrol 16-s Ses Fikile	Main Campus
2016	Toyota	Quantum 2.7 Petrol 16-s Ses Fikile	Main Campus
2019	Toyota Hino	5DF 500 1322 4X4 Single Deck (33 Seater)	Main Campus
2012	Iveco	Iveco Single-deck 50C15V (22 Seater)	REGIONAL
1999	Mazda	Drifter 1800	Main Campus
2002	Toyota	Hilux 2000	Main Campus
2008	Toyota	Hilux 2.7I SRX 4x4	Main Campus
2009	Toyota	Hilux 2.0 VVTI	Main Campus
2009	Toyota	Hilux 2.0 VVTI	Main Campus
2009	Isuzu	240i D/C LE & Canopy	Main Campus
2011	Nissan	Hardbody NP300 2.4 S/C 4x4	REGIONAL
2011	Nissan	Hardbody NP300 2.4 S/C 4x4	REGIONAL
2011	Isuzu	Isuzu KB	Main Campus
2011	Toyota	Hilux 2.7P D/C	Main Campus
2011	Toyota	Hilux 2.7P RB SR D/C	Main Campus
2011	Toyota	Hilux SC 4D4 4X4 SRX TRALIES	Main Campus
2011	Isuzu	KB 300 D/Cab 4X4 & Accessories	Main Campus
2015	Nissan	NP 300 Hardbody LDV	REGIONAL
2015	Nissan	NP 300 Hardbody LDV	REGIONAL
2012	Nissan	NP 300 Hardbody 2.5 TDi 4X4 D/Cab	Main Campus
2017	Nissan	NP 300 Hardbody 2.0 A/C S/C & Access	REGIONAL
2017	Nissan	NP 300 Hardbody 2.0 A/C S/C & Access	Main Campus
2017	Nissan	NP 300 Hardbody 2.0 A/C S/C & Access	REGIONAL
2017	Nissan	NP 300 Hardbody 2.0 A/C S/C & Access	REGIONAL
2017	Nissan	NP 300 Hardbody 2.0 A/C S/C & Access	REGIONAL
2014	Toyota	Hilux 3.0 D4D Raider D/Cab 4x4 Automatic	Projects
2010	Toyota	Hilux 3.0 D-4D Raider 4x4 P/U D/C (Response vehicle)	Main Campus



2018	Toyota	Landcruiser LC79 4.2 Diesel D/C & Accessories	Main Campus
2018	Toyota	Landcruiser LC79 4.2 Diesel D/C & Accessories	Main Campus
2015	Toyota	Landcruiser 70 SW200 V8 4.5 VX A/T 4X4	Main Campus
2004	Toyota	Corolla	Main Campus
2005	Toyota	Corolla 140I GLE	Main Campus
2006	Toyota	Corolla 160i	Main Campus
2007	VolksWagen	Chico 1.4	Main Campus
2008	VolksWagen	Citi Golf 1.4i	Main Campus
2008	VolksWagen	Citi Golf 1.4i	Main Campus
2010	Polo	Vivo 1.4	Main Campus
2010	Polo	Vivo 1.4	Main Campus
2011	Toyota	Corolla 1.6P G06	REGIONAL
2012	Toyota	Corolla 1.6	Main Campus
2012	Toyota	Corolla 1.6	Main Campus
2012	Polo	Polo Vivo Hatchback	Main Campus
2015	Toyota	Corolla Esteem 1.6	Main Campus
2017	Suzuki	Gypsey 1.3 4X4 CDV	Projects
2014	Toyota	Corolla Prestige 1.6	Main Campus
2004	Venter	Venter / ABV1003SN4N6A0448	Main Campus
2005	Master Trailer	Trailer / WHK051117081309	Main Campus
2007	Bezers	Platform trailer / AAB071107000000521	Main Campus
2007	Solar Panel Trailer	VIN / ABB07031500000463	Main Campus
2011	Simulator Ambulance	Trailer / AAB100909000000829	Main Campus
N/A	32 Box Trailer	Diamond (Geyser)	Main Campus
N/A	Home Built Trailer	Home Built Trailer	Main Campus