



**EXPRESSION OF INTEREST**

**FOR THE SUPPLY AND DELIVERY OF HOSPITALITY SUPPLIES TO THE NUST HOTEL SCHOOL**

**PROCUREMENT NO: G/EOI/NUST-018/2025**

**PROJECT TITLE:**

**PANEL OF SUPPLIERS TO SUPPLY AND DELIVER HOSPITALITY SUPPLIES FOR NUST HOTEL SCHOOL**

**ISSUED ON: 29 September 2025**

**CLOSING DATE: 10 November 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>		



<b>CONTENTS</b>	<b>PAGE</b>
1. RULES FOR PARTICIPATION .....	4
2. MANDATORY DOCUMENTS.....	4
3. EXPERIENCE AND REFERENCES .....	5
4. SUBMISSION OF PROPOSAL .....	6
5. SCOPE OF SERVICES.....	7
6. HOSPITALITY SUPPLIES NEEDS .....	7
7. SHORTLISTING OF SERVICE PROVIDERS .....	8
8. PREQUALIFICATION EVALUATION CRITERIA .....	9

## EXPRESSION OF INTEREST

### SUPPLIER REQUIREMENTS DOCUMENT

#### 1. RULES FOR PARTICIPATION

In terms of the Public Procurement Act No.15 of 2015, and as per the directive issued in terms of section 73 in respect of reservation to local suppliers (23 May 2019), as published by the Ministry of Finance. NUST is conducting market research to establish the competencies and capabilities of local service providers to be listed as approved suppliers for the supply and delivery of supermarket goods to the NUST Hotel School establishment.

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

#### 2. 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 an 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	A valid City of Windhoek Fitness certificate	
7	A valid HACCP Certification or Plan (food safety & Quality assurance)	
8	Lease agreement or proof of business premises	

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

***Failure to submit any of the abovementioned documents will deem the bidder document unresponsive and disqualified.***

### 3. EXPERIENCE AND REFERENCES

#### 3.1 TECHNICAL DOCUMENTS REQUIREMENTS

For the participating company to be eligible, the service provider must attach evidence of the following technical documents:

No	Document Name	Please tick
1	<b>Company Profile:</b> Detailed profile outlining the company’s history, mission, and areas of expertise in line with the goods the supplier is bidding for.. The profile must outline key staff capacity and operational capabilities <b>(Attach company profile)</b>	
2	<b>Experience:</b> A minimum of three (3) years of experience in supplying and delivering Hospitality supplies to hotel/restaurant/retailer establishments. Bidder must attach documentary evidence in the form of purchase orders or service level agreements of at least three (3) similar projects successfully completed in the last three (3) years <b>(2022 to 2024)</b> . <b>(Attach purchase orders or contracts such as Service Level Agreements (SLAs)</b>	
3	<b>Client References:</b> The Bidder must attach at <b>least three (3) reference letters</b> from clients of prior similar projects (supply of hospitality supplies) successfully completed in the last <b>three (3) years (2022 to 2024)</b> . The letter must be on the client's letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. <b>(Attach three reference letters)</b> .	
4	<b>Business capacity:</b> Proof of fixed Business operating address <b>(Attach a valid fitness certificate from the City of Windhoek)</b> . The address on the fitness certificate must match the business operating address on the company founding statement.	
5	<b>Financial Capacity:</b> Certified “C” banking Rating Letter <b>(Attach a letter from the bank as proof of financial capacity)</b>	
6	<b>Company Infrastructure and Logistics:</b> The bidder must attach evidence of infrastructure, such as warehouses, storage facilities and transport fleets, that will be used for the supply and delivery of these goods. <b>(Evidence attached should be SLAs, fleet lease agreements and warehouse or storage lease agreements.)</b>	
7	<b>Manufacturer/distributor or wholesaler Agreements:</b> Bidder must provide proof of agreement with their supplier within the supply chain <b>(Attach Supply agreement)</b>	
8	<b>Letter of Guarantee:</b> Bidder must provide a formal statement on their official company letterhead, ensuring that products meet safety and legal standards <b>(Attach letter of guarantee)</b>	
9	<b>Regulatory Compliance Certificates</b> Bidder must attach proof of adherence to health, safety and environment regulations <b>(Attach compliance certificates)</b>	
10	<b>Training records:</b> Bidder must attach evidence of food safety training for its staff <b>(Attach training schedule)</b>	

#### **4. SUBMISSION OF PROPOSAL**

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**

**10 November (Monday)**

**12h00 (local time)**

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

**Late quotations will be rejected. Quotations received by email will not be considered.**

##### **4.1 EXPENSES INCURRED BY THE PARTICIPANT**

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

## 5. SCOPE OF SERVICES

### 5.1 BACKGROUND

The Namibia University of Science and Technology (NUST) Hotel School originated from very humble beginnings when it opened its doors, with only 6 rooms, a conference room, a restaurant and a small kitchen in 2003.

From these humble beginnings, under the University's stewardship and in collaboration with the Spanish Embassy, the hotel extended to 20 rooms, 5 conference rooms, a banqueting hall, Aloe Restaurant and Cocktail Bar, swimming pool and gym. The Hotel has since grown and now caters for the Namibian Community and Tourists from all walks of life. The operations of the Hotel have grown and require quality hospitality supplies to meet the daily demand for consumables.

### 5.2 OBJECTIVES

Through this Expression of Interest (EOI), the Hotel School wants to identify and pre-qualify reputable suppliers capable of providing high-quality hospitality supplies to support the Hotel School's operational needs.

This process aims to ensure consistent access to reliable goods and services that meet industry standards, regulatory requirements, and the commercial goals of the Hotel.

## 6. HOSPITALITY SUPPLIES NEEDS

The Hotel School requires a consistent and reliable supply of these hospitality-related goods to support its daily operational needs. These supplies are essential for the functionality of the Aloe restaurants, accommodation, and conference needs.

Below is the range of required items includes, but is not limited to:

<b>Lot 1: Fresh Produce</b>	<b>Lot 2: Dairy Products</b>	<b>Lot 3: Dry Goods, including Frozen products</b>
<ul style="list-style-type: none"> <li>All types of fruits and vegetables</li> </ul>	<ul style="list-style-type: none"> <li>Fresh milk (full cream, low fat)</li> <li>Cheese (cheddar, mozzarella, cream cheese)</li> <li>Butter and margarine</li> <li>Yoghurt (plain and flavoured)</li> </ul>	<ul style="list-style-type: none"> <li>Rice (white, brown)</li> <li>Pasta (spaghetti, macaroni)</li> <li>Flour (cake, bread)</li> <li>Sugar (white, brown)</li> <li>Salt, spices, and herbs</li> <li>Lentils, beans, and peas</li> <li>Tea and coffee</li> <li>Frozen Vegetables and related products</li> </ul>
<b>Lot 4: Canned and Packed Goods</b>	<b>Lot 5: Bakery Items</b>	<b>Lot 6: Beverages</b>
<ul style="list-style-type: none"> <li>Baked beans, canned tomatoes</li> <li>Tuna, sardines</li> <li>Jam, peanut butter</li> <li>Cooking oil (sunflower, olive)</li> </ul>	<ul style="list-style-type: none"> <li>Bread (white, brown, whole wheat)</li> <li>Rolls, buns</li> <li>Cakes and pastries (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Bottled water</li> <li>Juices (orange, apple, mixed)</li> </ul>

- a) **The University reserves the right to shortlist bidders in more than one Lot, if they have indicated based on their experience and references, that they have the capacity to supply and deliver the various goods.**
- b) **Bidders must provide a detailed catalogue of supplies they are expressing their interest in.**

#### **7. SHORTLISTING OF SERVICE PROVIDERS**

NUST will publish the shortlisted suppliers based on the Expression of Interest outcome on the website and on the e-procurement portal.

Any enquiries may be directed in writing to:

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Ms Rosemary Tjombonde-Kakuuai  
**Manager Procurement Management Unit**  
[bidbox@nust.na](mailto:bidbox@nust.na)

## 8. PREQUALIFICATION EVALUATION CRITERIA

The following evaluation criteria shall be applied to shortlisted service providers. The bidder must meet the following mandatory requirements and the technical requirements to be considered:

### 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 NAMRA Good Standing Tax Certificate <b>(valid at the deadline of submission of bid)</b> (No black and white document will be accepted) (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 a 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 <b>(complete and return with the bid)</b>	
A valid City of Windhoek Fitness certificate	
A valid HACCP Certification or Plan (food safety & Quality assurance)	
Lease agreement or proof of business premises	

**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 prequalification process and will not be considered further.**

**TECHNICAL EVALUATION CRITERIA**

Details of Technical Evaluation Markings	
	Max Marks
<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>20 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, fleet 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>20</b>
<p><b>Portfolio of Past Projects:</b> The bidding company must have been in the business of hospitality goods, supplies services for at least three (3) years. A minimum of three (3) years of experience in supplying and delivering Hospitality supplies to hotel/restaurant/retailer establishments. Bidder must attach documentary evidence in the form of purchase orders or service level agreements of at least three (3) similar projects successfully completed in the last three (3) years <b>(2022 to 2024)</b>. <b>(Attach purchase order or contracts such as SLA)</b></p> <ul style="list-style-type: none"> <li>• Less than 3 years of experience and no portfolio of past projects = <b>0 points</b></li> <li>• 3 or more years of experience and 3 portfolios of past projects = <b>10 points</b></li> </ul>	<b>10</b>
<p><b>Client References:</b> The Bidder must attach at <b>least three (3) reference letters</b> from clients of prior similar projects (supply of hospitality supplies) successfully completed in the last <b>three (3) years (2022 to 2024)</b>. The letter must be on the client's letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. <b>(Attach three (3) reference letters)</b>.</p> <ul style="list-style-type: none"> <li>• At most 3 references were attach=<b>10 points</b></li> <li>• At most 2 references were attach= <b>5 points</b></li> <li>• At most 1 reference was attach =<b>3 points</b></li> <li>• No reference was attach = <b>0 points</b></li> </ul> <p><b><i>NUST reserve the right to verify the reference letters provided.</i></b></p>	<b>10</b>

<p><b>Financial Capability:</b> Certified “C” banking Rating Letter (<b>Attach a letter from the bank as proof of financial capability</b>)</p> <ul style="list-style-type: none"> <li>• A bank rating confirmation letter as proof of financial capacity = <b>5 points</b></li> <li>• No certificate attach = <b>0 points</b></li> </ul>	5
<p><b>Business Fitness Certificate:</b> Proof of fixed Business operating address (<b>Attach a valid fitness certificate from the City of Windhoek</b>). The address on the fitness certificate must match the business operating address.</p> <ul style="list-style-type: none"> <li>• A valid fitness certificate from the City of Windhoek is attached = <b>5 points</b></li> <li>• No certificate attached = <b>0 points</b></li> </ul>	5
<p><b>Company Infrastructure:</b> The bidder must attach evidence of infrastructure, such as warehouses, storage facilities and transport fleets, that will be used for the supply and delivery of these goods. (<b>Evidence attached should be SLAs, fleet lease agreements and warehouse or storage lease agreements.</b>)</p> <ul style="list-style-type: none"> <li>• Evidence of SLAs, lease equipment agreements or proof of ownership was attached = <b>10 points</b></li> <li>• No evidence of SLAs, lease equipment agreements, or proof of ownership were attached = <b>0 points</b></li> </ul>	10
<p><b>Manufacturer/distributor or wholesaler agreements:</b> Bidder must provide proof of agreement with their supplier within the supply chain (<b>Attach Supply agreement</b>)</p> <ul style="list-style-type: none"> <li>• Evidence of various supply agreements as per bidder supplies = <b>10 points</b></li> <li>• Evidence of supply agreements attached is not in bidder's name or not in line with supplies tendered = <b>5 points</b></li> <li>• No evidence of supply agreement attached = <b>0 points</b></li> </ul>	10
<p><b>Letter of Guarantee:</b> Bidder must provide a formal statement on their official company letterhead, ensuring that products meet safety and legal standards (<b>Attach letter of guarantee</b>)</p> <ul style="list-style-type: none"> <li>• Letter of guarantee on bidder letterhead is attached = <b>10 points</b></li> <li>• No letter of guarantee is attached = <b>0 points</b></li> </ul>	10
<p><b>Regulatory Compliance Certificates:</b> Bidder must attach proof of adherence to health, safety and environment regulations (<b>Attach compliance certificates</b>)</p> <ul style="list-style-type: none"> <li>• Regulatory Compliance Certificates was attached = <b>10 points</b></li> <li>• No Regulatory Compliance Certificates were attached = <b>0 points</b></li> </ul>	10
<p><b>Staff Training Records:</b> Bidder must attach evidence of food safety training for staff (<b>Attach training schedule</b>)</p>	10

<ul style="list-style-type: none"> <li>• A detailed staff training schedule on company letterhead and proof of trainings already conducted at the time of submitting this bid was attached = <b>10 points</b></li> <li>• Staff training schedule attached is vague and no evidence of training already conducted was attached <b>5 points</b></li> <li>• No staff training schedule was attached = <b>0 points</b></li> </ul>	
<b>TOTAL MARKS-Technical</b>	<b>/100</b>

- a) A bidder is required to score at least 70 points.
- b) Only bidders scoring 70% or more will be shortlisted for creative conceptive presentations.