



REQUEST FOR SEALED QUOTATIONS

FOR

**THE PROVISION OF REFURBISHMENT SERVICES OF TWO (2) 65-SEATER BUSES FOR THE NAMIBIA
UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)**

Procurement Reference No: NCS/RFQ/NUST – 003/2026

DATE OF ISSUE: 06 MARCH 2026

CLOSING DATE AND TIME: 23 MARCH 2026 AT 12h00

BIDDER'S NAME:		
CONTACT DETAILS:	TELEPHONE:	
	CONTACT PERSON:	
	EMAIL ADDRESS:	
COMPANY PHYSICAL ADDRESS:		
TOTAL COST VAT INCLUSIVE (N\$) FOR REFURBISHMENT OF TWO BUSES		

NB: Please take note to initial all pages of the bidding document and initial all the supporting documents, including company profiles, brochures, etc. Failure to do so will result in the disqualification of the bidder. Take note to sign all relevant pages as stipulated in the bidding document.



Letter of Invitation

Dear Prospective Service Provider

Request for Sealed Quotations for the provision of refurbishment services of two (2) 65-seater buses for 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.

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 annexe 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 V on. 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

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

Administrative compliance requirements:

No	Document Name	Please tick
1	A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).	
2	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
3	An original or valid certified certificate of or, in the case where a company has no employees, confirmation letter 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 (complete and return with the bid)	

NB: Only a valid copy of an original document certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

Bidders not meeting the above mandatory requirements will be disqualified at this stage.

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 a once-off. Please quote 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. Viewing of the buses on NUST Campus (Scheduled site visit)

Prospective bidders are strongly encouraged to view the buses during the scheduled site visit:

**Namibia University of Science and Technology
13 Jackson Kaujeua Street
Windhoek, Main Campus
Infront of Kiosk**

Date & Time: 13 March 2026 at 10h00

NB: The site visit should be attended by technical staff/personnel within the company structure.

The bidder representative must sign the site visit register made available on behalf of the bidding company submitting the bid.

10. 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, 1st Floor
Windhoek
23 March 2026 (Monday)**

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.

11. 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 and available to any bidder on request within three (3) calendar days of the Opening.

For any Technical clarifications, please contact: Mr Jefta Ampueja on telephone number: 061 207 2764.

12. 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.

13. Scope of Services and Performance Standards

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

14. 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.

15. 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.

16. Margin of Preference

None

17. 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.

18. 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.**]*

Quotation addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	NCS/RFQ/NUST - 003/2026
The subject matter of Procurement:	Request for Sealed Quotations for the provision of refurbishment services of two (2) 65-seater buses at 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 – 003/2026

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

ANNEXURE A: SCOPE OF SERVICES

NUST seeks the services of an **eligible and qualified service provider(s)** for the provision of refurbishment services of two (2) 65-seater buses.

NUST operates a fleet of buses that provides transport for students and staff. The buses have become of age, and have done close to and over 300,000km.

1. Scope of services:

The following are the specifications for the refurbishment of the two 65-seater buses required by NUST.

TECHNICAL SPECIFICATIONS.

1. 2010 **Mercedes Benz** 65-Seater Apache of 1726 with Marcopolo and Busmark Body.
2. 1996 **MAN** 65-Seater Lion Explorer with Marcopolo body.

Main mechanisms, components or compartments that are to be refurbished are as follows: Interior and exterior repairs and upgrades, safety features, technological enhancements and all bodyworks including repainting.

The Process

The approach to the refurbishment services of the two buses should ideally follow this process.

- a) **Teardown** – removal of all exterior and interior fixtures, access doors, exterior panels, interior flooring to expose inner structure of the unit.
- b) **Structural** – the inner structure is exposed, the defective areas are identified, corroded structural components are removed, existing structure is treated, and new metal structure is installed where necessary.
- c) **Rebuilding** – the structure is complete and intact, the installation of insulation, new exterior panels, and interior flooring, upholstery, seatbelts, Heating, Ventilation, and Air Conditioning (HVAC) are completed.
- d) **Preparation and Painting** – the unit enters the paint preparation department, it is taped off, primed, sanded, and prepared for painting. The paint colour should be white.
- e) **Final Assembly and Testing** – final assembly of the exterior and interior fixtures are installed, test driven, and Taken thorough National Traffic Information System (**NATIS**) testing after refurbishment, for roadworthy.

The overview of refurbishment is outlined below.

I. Teardown and Demolition

Exterior: Remove all exterior fixtures, panels, and access doors.

Interior: Strip out all interior flooring, seats, handrails, and panelling to expose the bus's inner structure.

Mechanical: Disconnect and remove the heating, and cooling system components, wiper system, door control components, and other mechanical items, if so necessary.

II. Structural Repairs

Inspection: Identify and mark all defective and corroded structural areas if any.

Repair: Remove corroded metal sections and replace them with new structural components.

Treat: Treat and prepare the existing structure for new additions.

III. Rebuilding and Construction

Insulation: Install new insulation throughout the bus as needed.

Exterior: Install new exterior panels and access doors as needed.

Interior: Install new or reconditioned interior flooring and seating as needed.

IV. Finishing and Detailing

Preparation: Complete any remaining minor body repairs.

Painting: Prepare surfaces and apply paint to the exterior and interior.

Exterior Fixtures: Install new or reconditioned exterior fixtures.

Interior Fixtures: Reinstall or install new interior fixtures, lighting, and accessories.

V. Inspection and Testing

System Checks: Test all mechanical systems, including brakes, lights, wipers, and Heating, Ventilation and Air-Conditioning (HVAC) system.

Structural Integrity: Conduct a final inspection for structural integrity and cosmetic finish.

Safety Features: Verify the proper functioning of seatbelts, mirrors, and emergency systems.

Testing: Vehicles to undergo thorough National Traffic Information System (**NATIS**) testing after refurbishment, for roadworthy.

This specification is intended to provide technical requirements regarding the refurbishment of buses, as defined herein. All work shall be completed as per technical specification outlined and shall be completed at the service provider 's facilities.

Detailed Technical Specifications

The goods and related services shall comply with the following technical specifications and standards.

NUST Technical Specifications	Description	Comply	Not Comply
Structural Integrity Evaluation	Body: Ensure good structural condition, addressing rust, corrosion, and panel damage. Frame: May require full panel removal and frame inspection, especially if structural damage or corrosion is evident.		

Body Interior Evaluation	<p>Seats: Inspect, repair, or replace seats, ensuring they meet current safety standards, as stipulated in the Road Traffic and Transport Act 22 of 1999.</p> <p>Flooring: Inspect and replace, if necessary, new floor, lighting, curtains and upholstery.</p> <p>Interior Trim: Replace or repair damaged trim, ensuring it is in good condition.</p> <p>Internal noise: ensure reduction to acceptable noise levels</p>		
Body Exterior Evaluation	<p>Material Specifications: Exterior panels, doors, and windows replacement of old, damaged windows</p> <p>Exterior restoration and repainting: Fixing dents, rust and paint damage will restore the bus to as near new condition as is possible.</p> <p>Corrosion Protection: Appropriate undercoating and rust-proofing techniques to prevent premature deterioration, especially in harsh operating environments.</p> <p>Paint and Coatings: Quality paint systems must be durable, resistant to fading and chipping, and able to withstand UV exposure and cleaning chemicals. VEHICLES TO BE PAINTED WHITE.</p> <p>Safety Features: updating/replacing safety features like emergency exits, lights, and reflectors to comply with current regulations.</p> <p>Structural Integrity: Repairs to the bus body, including panels, frame, and supports, to restore structural integrity.</p> <p>Mechanical Components: the replacement or repair of exterior mechanical components like mirrors, wipers, and door mechanisms.</p> <p>Branding: Vinyl wraps for branding, as per the NUST specifications (to be provided).</p>		
Safety and Comfort Enhancements	<p>Seat belts and fire suppression systems: Seat belts, emergency exits and fire extinguishers.</p> <p>Upgrading HVAC systems: an upgrade of the heating, ventilation, and air conditioning (HVAC) system to provide a comfortable environment for passengers.</p> <p>Entertainment systems addition: The installation of entertainment systems, (i.e. Radio and speaker system).</p>		
Other Requirements	<p>Compliance: Refurbished buses must comply with all relevant regulations and standards, and other applicable safety standards.</p> <p>Testing: Vehicles must undergo thorough National Traffic Information System (NATiS) testing after refurbishment, for roadworthy.</p> <p>Documentation: Maintain detailed records of the refurbishment process, including component</p>		

	replacement, testing results, and compliance with standards.		
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3. Facilities to be provided by NUST

The University will avail some of its staff members (drivers) from the Facilities team to familiarise, show and escort the bidders to the vehicles for a proper inspection.

4. Contract duration and fees

Once-off procurement.

5. 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. Invoices will be process for payment once inspection has been done on the work by the end-user. If there are rework required, invoices will only be paid once the work has been completed to the satisfaction of the University.

6. Deliverables

Service	Deliverables
1. Inception & Planning	<ul style="list-style-type: none"> • Project inception report and implementation schedule • Baseline condition assessment of both buses with photos
2. Teardown Phase	<ul style="list-style-type: none"> • Removal of all exterior fixtures, panels, access doors • Strip-out of interior components • Removal of mechanical components
3. Structural Repairs	<ul style="list-style-type: none"> • Structural inspection • Replacement of corroded metal sections • Treatment of existing structure
4. Rebuilding & Construction	<ul style="list-style-type: none"> • Installation of new insulation • Installation of panels and doors • New flooring and seats
5. Finishing & Detailing	<ul style="list-style-type: none"> • Minor body repairs • Full repaint in white • Reinstallation of fixtures and accessories
6. Safety & Comfort Enhancements	<ul style="list-style-type: none"> • Seatbelts and fire suppression • HVAC upgrade • Radio, speaker systems
7. Compliance, Testing & Certification	<ul style="list-style-type: none"> • Mechanical testing • Structural integrity inspection • Safety verification • NATiS roadworthy certification
8. Documentation & Handover	<ul style="list-style-type: none"> • Full refurbishment pack • Branding as per NUST • Final handover report

6. Eligibility Criteria

a. **TECHNICAL REQUIREMENTS:**

The bidder shall meet the following technical requirements:

1. Technical Requirements:

No.	Description	Comply (Yes/No)
1	The experience required to be demonstrated by the bidder should include as a minimum three (3) years in vehicle refurbishment. The bidder must submit a minimum of three (3) reference letters from clients for the similar service, not older than three (3) years at the time of bid submission (2022-2025).	
2	The bidder must have qualified artisans i.e. mechanics, auto electricians, panel beaters, spray painters, CV with a minimum of two (2) years' experience in vehicle refurbishment, supported by at least two (2) contactable reference letters and detailed Curriculum Vitae (CV). Evidence of service certificates, and reference letters and proof of qualifications for the technicians should be attached.	
3	The bidder must provide proof of supervisory key personnel to be assigned to this project with a minimum of five (5) years and above work experience in the refurbishment of motor vehicles equipment with comprehensive CV and copy of their certificates.	
4	The bidder must possess adequate, well-maintained, and appropriately equipped workshop facilities that can safely and efficiently accommodate the full refurbishment of 12m + 65-seater buses. (To be verified with site visits).	
5	The bidder must demonstrate availability of after-sales support, warranty response, parts availability.	
6	Submit proof of Professional Indemnity Insurance Cover of at least N\$ 5 million from registered authorised financial institution.	

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NUST – 003/2026

[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].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F 1
As per Annexure A & D					
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

ALTERATIONS, REPAIRS AND REPLACEMENT PRICE SCHEDULE*

Item No	Brief Description of Services	Unit of Measure	Unit Price
A*	B*	D*	E
As per Annexure A&D			

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

**Alterations, repairs and replacement will only be done with the authority of NUST representative.*

Bidder to provide a quotation on their company letterhead as per Annexure D attached to this bid document.

Priced Activity Schedule Authorised By:

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

We, the undersigned, hereby accept in full the NUST General Terms and Conditions, and hereby offer bid for the refurbishment of 2x 65-seater buses, in conformity with the requirements of NUST as per RFQ.

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NUST – 003/2026

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
See Annexure A attached			

* 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 except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NUST – 003/2026

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
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from 01 May 2026 or date of last signature by both parties.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 01 June 2026.
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer (NUST) is :</p> <p>The Vice-Chancellor Namibia University of Science and Technology Office of the Vice-Chancellor vc@nust.na +264 61 207 2001</p> <p>The Authorized Representative of the Service Provider is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____</p> <p>Contact Number: _____</p>
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: ___N\$5 000 000_____
GCC 2.7 Reporting Obligations	<p>The Service Provider shall report to:</p> <p>Mr Jefta Ampueja <i>Head: Health, Safety and Environmental</i> Department of Facilities</p>

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NUST – 003/2026

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 certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).		
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.		

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, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).	
2	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
3	An original or valid certified certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter 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 (complete and return with the bid)	

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)

TECHNICAL EVALUATION CRITERIA AND SCORING

Criteria	Sub-criteria	Sub-scores	Total score
<p>Company Profile in the refurbishment of motor vehicles</p> <p>a) A detailed company profile providing a portfolio describing the nature of the business, the field of vehicle refurbishment.</p> <p>b) Workshop Business addresses (trading, telephone numbers, contact persons, and email), demographics information such as employees and physical facilities such as offices. (NUST will conduct inspection of workshop prior to awarding of contract).</p>	<p>Detailed company profile attached detailing expertise, licenses, certifications and accreditations as per bid document requirements</p>	15	15
	<p>The company profile is not detailed or no relevant documents attached.</p>	5	
	<p>Invalid or no proof provided</p>	0	
<p>Reference letters</p> <p>Experience of the bidder in the provision of vehicle refurbishment</p> <p>Provide proof of at least three (3) valid reference letters of award for similar vehicle refurbishment service experience. An outline of recent experience on comparable projects executed during the last five years (2021-2025) proving the successful experience of a minimum of three (3) years in similar work. (Attach three (3) letters of reference indicating the contract amount, the date when the project was carried and the contact person).</p> <p>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.</p>	<p>Company experience of at least five (5) years of experience and above substantiated by three reference (3) letters of contract award.</p>	20	20
	<p>Company experience of at least three (3) years of experience substantiated by two (2) or less reference letters (s) contract award.</p>	10	
	<p>Company experience of at least two (2) years substantiated by 1 reference letter(s)</p>	0	

<p>After sales support</p> <p>Bidder must demonstrate ability to provide turnaround times of 24-72 hours, dedicated contact person, warranty terms of 12-24 months, response time, parts availability, deployment of technicians to NUST on short notice.</p>	<p>Provide declaration/policy of 24–72-hour response time, warranty policies or declarations of 12-24 months, dedicated contact details & organogram, photos of parts store and service vehicle = 10 points</p> <hr/> <p>Bidder fails to meet some or most requirements= 0 points</p>	10	10
<p>Facilities & Equipment</p> <p>Bidder provides a complete, detailed, and verifiable list of all key equipment required for full bus refurbishment, including:</p> <p>Heavy-duty lifting equipment (bus lifts, pits, cranes, jacks), Diagnostic tools including OEM-compatible systems for Mercedes-Benz & MAN, Structural/metal fabrication tools (welders, cutters, benders), Electrical testing tools (oscilloscopes, CAN-bus readers, multimeters), Full-size spray booth with ventilation, HVAC servicing tools</p>	<p>Bidder provided an asset register of full list covering <i>most</i> critical equipment=20 points</p> <p>Bidder provided an asset register of list covering <i>some</i> critical equipment=10 points</p> <hr/> <p>No list provided =0 points</p> <p>(To be verified with site visit)</p>	20	20
<p>Insurance</p> <p>Bidders are required to submit proof of valid insurance indemnity demonstrating adequate coverage for all risks associated with the refurbishment of the buses of at least N\$ 5 million from registered authorised financial institution.</p>	<p>Supplier provided proof of valid insurance indemnity cover as stipulated =20 points</p> <hr/> <p>Inadequate or no proof of insurance indemnity cover provided=0 points</p>	20	20
<p>Experience: Key personnel</p> <p>Key personnel, particularly with experience in refurbishment of vehicles. CVs, testimonials and/or reference letters for key staff to be attached. Qualified technicians with a minimum of two (2) years of experience. Attach comprehensive Curriculum Vitae (CV) of the Service Technician and a copy of their certificates.</p>	<p>Proof of two (2) years and above work experience in similar work with comprehensive CV and copy of their certificates.</p>	20	20

Experience: Key personnel (Technicians) (Minimum 3 technicians)	Proof of less than two (2) years of work experience in similar work and no valid documentation submitted as per requirement stated.	0	
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a) Bidders scoring 70% and more will be considered for financial evaluation.

Financial Evaluation

The lowest response bid meeting all requirements will be considered for award.

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.

Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

MARGIN OF PREFERENCE

No.	Category	Documentary Evidence	Margin of preference
1	Manufacturer	<ul style="list-style-type: none"> - Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined as per the cost structure for Value Added Calculation, and as certified by an Accountant 	2%
2	Micro, Small and Medium Enterprise	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership 	1%
3	Women owned enterprise	<ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian female ownership 	1%
4	Youth owned enterprise	<ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership 	2%

5	Previously Disadvantaged Person Owned enterprise	<ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian PDP's ownership 	2%
6	Suppliers providing environment protection	<ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document 	1%
7	Suppliers providing employment to Namibians	<ul style="list-style-type: none"> - Declaration that the bidder employs 50% or more Namibian citizens 	1%

a) For procurement of non-consultancy services:

i) Namibian Shareholding

3% - if the bidder meets any of the qualification criteria under section 71 (3) of the Act;

ii) Services to be rendered by Namibian citizens:

(aa) 1% - if between 50% - 60% of the key employees to render the service inclusive of management are Namibian citizens;

OR

(bb) 2% - if more than 60% of the key employees render the service inclusive of management are Namibian citizens;

(cc) 3% - if 100% semi-skilled labour are Namibian citizens;

iii) Materials:

2% If the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the services are manufactured, grown, mined or extracted in Namibia.

b) For procurement of consultancy services

(i) Namibian shareholding:

3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act;

(ii) Services to be rendered by Namibian citizens:

(aa) 4%- if the Team leader is a Namibian citizen;

(bb) 1% - if between 50% - 60% of the employees to render the service are Namibian citizens;

OR

(cc) 3% - if more than 60% of the employees to render the service are Namibian citizens.

c) For procurement of consultancy services (Individual):

5% - if an individual consultant is a Namibian citizen

BUSES

ANNEXURE C



Fig. 1. 2010 Mercedes Benz Apache of 1726 (65 seater)



Fig 2. 1996 MAN Bus (65 seater)

ANNEXURE D: FINANCIAL PROPOSAL

Bidders must complete the below pricelist and provide a quotation on their company letterhead for the two buses.

Item Description	Unit	Qty	Unit Cost (N\$)	Total (N\$)	Technical/Brand Spec	Warranty/Lead Time
1. BODY & STRUCTURAL REPAIRS						
Corrosion cut-out & structural inserts	sq m	2			Provide photos before/after	
Panel replacement (side/roof)	sq m	2			Sheet metal & fixings	
Door mechanisms (front/center/rear)	each	2			Include actuators, seals	
Glass replacement (safety spec)	each	2			With certification	
2. INTERIOR						
Flooring (anti-slip, phenolic/marine-grade)	sq m				Include adhesive & trims	
Seat refurbishment/replacement	each				Frames, foam, upholstery	
Handrails & fittings	set					
Interior lighting (LED strips/fixtures)	set					
Curtains & tracks	set					
3. PAINT & FINISHING						
Surface prep (sand, fill, prime)	job					
2K paint system – white (incl. materials)	litre				Specify brand/system	
Full-length spray booth usage	job				Baked curing	
Branding/vinyl wrap application	job				As per NUST spec	
4. HVAC						
Compressor & clutch service/replacement	each	2				
Evaporator & condenser service	job	2			Flush, clean, pressure test	
Receiver-drier & expansion valve	set	2				
Refrigerant recharge & leak test	job	2			Record pressures & vent temps	

5. TESTING & COMPLIANCE						
Brake roller test & report	job				Calibrated facility	
Headlight aim & emissions test	job				If applicable locally	
Road test & commissioning	job					
NATIS roadworthy fees	each				Official fee per bus	
6. LABOUR (enter hours & rates)						
Auto-electricians – hours	hour					
Body/coach builders – hours	hour				rate & hours	
Spray painters – hours	hour					
Upholsterers/interior fitters – hours	hour					
Supervision/QA inspectors – hours	hour					
7. PROJECT, LOGISTICS & CONTINGENCY						
Collection & delivery / towing	trip				Per bus per trip	
Care, custody & control insurance	job				While bus at facility	
Contingency (use only if approved)	sum				5–10% typical; requires approval	
TOTAL COST						