



EXPRESSION OF INTEREST

PREQUALIFICATION PROCESS

FOR THE SUPPLY, DELIVERY, AND CONSTRUCTION OF PREFABRICATED CLASSROOMS, OFFICE SPACE, AND ABLUTION FACILITIES AT THE EENHANA CAMPUS SITUATED AT BILLY WILLIAM MWANINGANGE, RURAL DEVELOPMENT CENTRE (RDC), ONHUNO/EENHANA MAIN ROAD, EEMBAXU VILLAGE, OHANGWENA REGION

PROCUREMENT NO: W/EOI/NUST-004/2025

PROJECT TITLE:

SUPPLY AND DELIVERY, CONSTRUCTION OF PREFABRICATED CLASSROOMS, OFFICE SPACE AND ABLUTION FACILITIES

ISSUED ON: 11 MARCH 2026

CLOSING DATE: 27 MARCH 2026

CLOSING TIME: 12H00 (NAMIBIAN TIME)

BIDDER'S NAME:		
CONTACT DETAILS:	TELEPHONE:	
	CONTACT PERSON:	
	EMAIL ADDRESS:	
COMPANY PHYSICAL ADDRESS:		

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EXPRESSION OF INTEREST

KEY 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 capacity and capability of the local service providers to be shortlisted for the **supply, delivery, and construction of prefabricated classrooms, office space, and ablution facilities at the Eenhana Campus situated at Billy William Mwaningange, Rural Development Centre (RDC), Onhuno/Eenhana Main Road, Embaxu Village, Ohangwena Region.**

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

2. ELIGIBILITY REQUIREMENTS

2.1 Administrative Mandatory Compliance

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

No	Document Name	Please tick
1	Attach 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	Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid).	
3	Attach a valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate.	
4	A valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998, (valid at the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity	

	Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued.	
5	A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on the Government letterhead (the document is attached complete and return with the bid)	

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

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

2.2 TECHNICAL DOCUMENTS REQUIREMENTS

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

No	Technical Requirements Evaluation Criteria	Please tick
1	Company Profile: Demonstrated organisational capacity, years in business, and relevance to prefabricated construction. (Attach company profile)	
2	Portfolio of Past Projects: Evidence of at least three (3) similar prefabricated projects completed in the last three years (2022–2024). Includes scale, complexity, and success.	
3	Client References: The Bidder must attach at least three (3) reference letters from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description project that were executed in the last three (3) years (2022 to 2024) . The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. (Attach three reference letters) .	
4	Team Capability: Profiles of key personnel, including qualifications and experience in prefabricated construction. (Attach three short profiles of a project manager, and other technical staff who will work on this project)	
5	Company Infrastructure & Equipment: The bidder must attach evidence of availability of suitable prefabrication tools, transportation, installation equipment, and support resources. (Evidence attached should be SLAs, equipment lease agreements and software contracts.)	
6	Prefabricated Materials & Systems Specification: The bidder must attach a List of materials/systems used and suitability for Ohangwena region condition and any other region in Namibia.	
7	Approach, Methodology & Project execution: The bidder should provide a clear methodology for supply, delivery, installation, commissioning, timelines, and risk management. (Attach evidence in the form of a detailed Gantt project plan with deliverables and timelines.)	
8	Compliance with Construction Standards & Codes: The bidder must provide a written declaration on their letterhead that their company will adherence to Namibian Building Regulations, SANS standards, fire safety, etc. (Attach letter on company letterhead)	
9	Health, Safety & Environmental (HSE) Compliance: The bidder must provide an extract of their company HSE policies, safety procedures, and environmental management measures. (Attach extract of the company HSE policies)	

10	Customer Support, Warranty & After-Sales Service: The bidder must provide its maintenance plan, warranty terms, and post-installation support. (Attach after-sales maintenance plan and warranty terms etc)	
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Bidders who do not score more than 70% as per the evaluation matrix included in this document will not be shortlisted for the project.

3. CONTRACTORS REQUIREMENTS

Expressions of Interest (EOIs) are invited from established and experienced contractors specialising in the **supply, delivery, and construction of prefabricated infrastructure**, including classrooms, office units, and ablution facilities etc. This **prequalification process** is specifically intended for service providers with proven experience in prefabricated building systems and a fully established operational presence within Namibia.

This invitation to submit an EOI is **open to local suppliers** who possess the required technical expertise, appropriate prefabrication equipment, financial capacity, and adequate management and human resource capabilities necessary to successfully execute projects of this nature and scale. Contractors must be able to demonstrate competency in delivering durable, compliant, and cost-effective prefabricated structures within defined timelines.

Suppliers are **not required to submit priced quotations at this stage**. The primary purpose of this EOI is to gather information regarding **the capability, capacity, and track record of potential bidders** and to identify contractors who are suitably qualified to undertake the project.

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, 1st Floor
Windhoek**

27 March 2026

12h00 (local time)

Quotations by post or hand-delivered should reach 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 and the subsequent presentation of solutions as shortlisted service providers.

5. SCOPE OF WORK

5.1 BACKGROUND

The Namibia University of Science and Technology invites qualified and experienced contractors, suppliers, and construction firms to submit Expressions of Interest (EOI) for prequalification for the supply, delivery, and construction of prefabricated classrooms, office facilities, and ablution units at the Eenhana Campus located at Billy William Mwaningange Rural Development Centre.

This prequalification process aims to identify competent entities capable of delivering high-quality prefabricated infrastructure within required standards, timelines, and budget expectations.

5.2 PREFABRICATED WORKS REQUIREMENTS

The project will include, but is not limited to, the following components:

Prefabricated Classrooms

- Design, manufacture, transport, and assembly of prefabricated classroom structures
- Foundations or platforms, structural works, insulation, flooring, roofing, and wall installations
- Electrical installations (lighting, switches, power outlets)
- Windows, doors, and secure fittings
- Painting and finishing

Prefabricated Office Space

- Provision of administrative office units
- Internal partitioning, ceilings, flooring, and fixtures
- Electrical, IT cabling readiness, and lighting
- Security features (burglar bars, lockable doors)

Ablution Facilities

- Construction and installation of male and female ablution units
- Plumbing, septic or sewer connection, water supply points
- Ventilation systems
- Wash basins, toilets, urinals (where applicable)
- Accessibility features for persons with disabilities

Bidders must also indicate the various types of prefabricated materials and structural systems available within their company, including the specifications, durability, and suitability of these materials for use in the Ohangwena Region, where the project will be implemented. Contractors are required to demonstrate that the proposed prefabricated materials can withstand the local climatic conditions, soil profiles, and operational demands of the region.

6. SHORTLISTING OF CONTRACTORS

Following the EOI assessment, the University will shortlist qualified contractors and invite them to present their proposed project approach and technical concept. Contractors who meet the required technical thresholds during this stage will **be required to submit detailed pricing along with their proposed design for the prefabricated classrooms, office space, and ablution facilities.**

7. 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 Requirements	Responsive or Not Responsive
Attach 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).	
Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid).	
Attach a valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate.	
A valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998, (valid at the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued.	
A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on the Government letterhead (the document is attached complete and return with the bid)	

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 REQUIREMENT EVALUATION CRITERIA

Requirement Description	Max Marks
<p>Detailed Company Profile: Demonstrated organisational capacity, years in business, and relevance to prefabricated construction. (Attach company profile)</p> <ul style="list-style-type: none"> • A detailed company profile indicating the following: = 20 points ✓ A clear description of services in line with the bid request. ✓ Business addresses (trading, telephone numbers, contact persons and email) ✓ Demographics (number of employees) ✓ Geography (operation coverage) ✓ Physical Facilities (office space, industrial equipment etc) • Company profile not narrated and missing key elements = 10 points • No company profile attached= 0 point 	20
<p>Portfolio of Past Projects: The bidding company must have been in the business of prefabricated construction for at least three (3) years. A Minimum of three (3) years' experience in the prefabricated industry. (Bidder to attach evidence of similar prefabricated projects completed in the last three years (2022–2024). Includes scale, complexity, and success.</p> <ul style="list-style-type: none"> • Less than 3 years of experience and no portfolio of past projects = 0 points • 3 or more years of experience and 3 portfolios of past projects = 10 points 	10
<p>Client References: The Bidder must attach at least three (3) reference letters from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description project that were executed in the last three (3) years (2022 to 2024). The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. (Attach three reference letters). (Attach three reference letters).</p> <ul style="list-style-type: none"> • At most 3 references were attach=10 points • At most 2 references were attach= 5 points • At most 1 reference was attach =3 points • No reference was attach = 0 points <p><i>MUST reserve the right to verify the reference letters provided.</i></p>	10
<p>Team Capability: Profiles of key personnel, including qualifications and experience in prefabricated construction. (Attach three short profiles of a project manager, and other technical staff who will work on this project)</p> <ul style="list-style-type: none"> • Profiles of a project manager, site foreman and other related personnel were attach=10 points • Partial profiles were attached, and not all as required = 5 points • No profiles were attach =0 points 	10
<p>Company Infrastructure: The bidder must attach evidence of availability of suitable prefabrication tools, transportation, installation equipment, and support resources. (Evidence attached should be SLAs, equipment lease agreements and software contracts.)</p> <ul style="list-style-type: none"> • Evidence of SLAs, lease equipment agreements, and software was attached = 10 points 	10

<ul style="list-style-type: none"> No evidence of SLAs, lease equipment agreements, and software was attached = 0 points 	
<p>Approach, Methodology & Project execution: The bidder should provide a clear methodology for supply, delivery, installation, commissioning, timelines, and risk management. (Attach evidence in the form of a detailed Gantt project plan with deliverables and timelines.)</p> <ul style="list-style-type: none"> Evidence of a detailed project plan with deliverables and timelines was attached = 10 points Evidence of a detailed project plan with deliverables and times attached was vague and lacked substance = 5 points No evidence of a detailed project plan with deliverables and timelines was attached = 0 points 	10
<p>Compliance with Construction Standards & Codes: The bidder must provide a written declaration on their letterhead that their company will adhere to Namibian Building Regulations, SANS standards, fire safety, etc. (Attach letter on company letterhead)</p> <ul style="list-style-type: none"> A written confirmation on company letterhead was attached = 10 points No mock design of concept based on NUST annexures were attached = 0 points 	10
<p>Customer Support, Warranty & After-Sales Service: The bidder must provide its maintenance plan, warranty terms, and post-installation support. (Attach after-sales maintenance plan and warranty terms etc)</p> <ul style="list-style-type: none"> Post-construction after-sales maintenance plan and warranty terms SLA was attached = 10 points No post-construction after-sales maintenance plan and warranty terms SLA was attached = 0 points 	10
<p>Adherence to Branding Standards: Evidence of understanding brand compliance and intellectual property laws. (Attach written confirmation on company letterhead on NUST brand compliance and intellectual property laws.)</p> <ul style="list-style-type: none"> A written confirmation on company letterhead on NUST brand compliance and intellectual property laws was attached = 5 points No written confirmation on company letterhead on NUST brand compliance and intellectual property laws was attached = 0 points 	5
<p>Health, Safety & Environmental (HSE) Compliance: The bidder must provide an extract of their company HSE policies, safety procedures, and environmental management measures. (Attach extract of the company HSE policies)</p> <ul style="list-style-type: none"> The bidder has attach an extract of the company HSE policies = 5 points No an extract of the company HSE policies was attach = 0 points 	5
TOTAL MARKS-Technical	/100

A bidder is required to score at least 70% points and above to be shortlisted for the prequalification process.