



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Bursar

13 Jackson Kaujeua Street
Private Bag 13388
Windhoek
NAMIBIA

T: +264 61 207 2066
F: +264 61 207 9066
E: bursar@nust.na
W: www.nust.na

REQUEST FOR SEALED QUOTATIONS

FOR

THE SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE FOR THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Procurement Reference No: G/RFQ/NUST - 006/2026

Date of Issue: 02 APRIL 2026

Closing Date: 17 April 2026

Closing Time: 12h00

BIDDER'S NAME:		
CONTACT DETAILS:	TELEPHONE:	
	CONTACT PERSON:	
	EMAIL ADDRESS:	
COMPANY PHYSICAL ADDRESS:		
TOTAL AMOUNT (N\$) VAT INCLUSIVE) EENHANA CAMPUS		
TOTAL AMOUNT (N\$) VAT INCLUSIVE) MAIN CAMPUS		
TOTAL AMOUNT (N\$) VAT INCLUSIVE) NEW DISABILITY DEPARTMENT MAIN CAMPUS		

Disclaimer: NUST reserves the right to split the award among 2 or more bidders who meet the requirements.



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Office of the Bursar

13 Jackson Kaujeua Street
Private Bag 13388
Windhoek
NAMIBIA

T: +264 61 207 2066
F: +264 61 207 9066
E: bursar@nust.na
W: www.nust.na

REQUEST FOR QUOTATION

Letter of Invitation

Dear Prospective Supplier

Subject: **Request for Sealed Quotations for the supply and delivery of various office furniture 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 items described in detail hereunder.

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

Secretary to the Procurement Committee

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 per item, or
- (b) To accept or reject any quotation; and
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items 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 List of Goods and Price Schedule Section III;
- (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 Special Conditions of Contract in Section VII. 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 **90** 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:

No	Document Name	Please tick
1	<p>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</p> <p>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</p> <p>(Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).</p>	

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 (complete and return with the bid)	
6	Submit signed Bid-securing Declaration	

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).

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within 30 days of acceptance/issue of the Purchase Order. A deviation in the delivery period shall be considered reasonable if it is justified.

7. 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.

8. 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

1ST Floor, Administration Building

Windhoek

Friday, 17 April 2026

12h00 (local time)

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

Late quotations will be rejected.

9. Opening of Quotations

Quotations will be opened internally by the **NUST** immediately after the closing time referred to in instruction eight (8) 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 working days of the Opening.

10. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit, along with their quotations, documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations, if any, with respect to **NUST** requirements.

The Specifications, Performance Requirements, and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications must be met; no credit will be given for exceeding them.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

None

13.1 The applicable margin of preference and their application methodology are as follows:

Formula to calculate margin of preference:

$$\frac{A=MP \times PB}{100}$$

In which the formula:

- (a) "A" represents the amount to be determined;
- (b) "MP" represents the total percentage of all margins of preferences granted in respect of the bid and
- (c) "BP" represents the bid price

13.2 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 in Annexure 6 as per the cost structure for Value Added Calculation Annexure 1, 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

14. Award of Contract

The Bidder, having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services, shall be selected for award of the contract. Award of contract shall be by the issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. 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 Price list 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 will be rejected.**]*

Quotation addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	G/RFQ/NUST - 006/2026
The subject matter of Procurement:	Request for Sealed Quotations for the supply and delivery of various office furniture for 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: Instruction to Bidders.

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

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 List of Goods and Price 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.

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.: G/RFQ/NUST – 006/2026

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)[Note*: In the case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

****delete if not applicable/appropriate***

Appendix to Quotation Letter

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid.]

Date: on this _____ day of _____, 202__

Procurement Ref No.: _____

Alternative Ref No.: _____

To: **Namibia University of Science and Technology**

13 Jackson Kaujeua Street, Windhoek West

Private Bag 13388

Windhoek

WHEREAS

We _____ *[insert complete name of Manufacturer]*, who are official manufacturers of _____ *[insert type of goods manufactured]*, having factories at _____ *[insert full address of Manufacturer's factories]*, do hereby authorize _____ *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____ *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: _____ *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: _____ *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: _____ *[insert title]*

Dated on _____ day of _____, 202__

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Suppliers should complete the below pricing schedule and provide an official quotation on their company letterhead for all three sections (Eenhana campus, Main Campus and New Disability Department as listed below)

EENAHANA CAMPUS

QUOTATION FOR: Namibia University of Science and Technology **Procurement Ref No.** G/RFQ/NUST – 006 /2026

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i>					<u>Bidders shall fill-in columns E – I and fill the total.</u> E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F) <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 					
A	AA	B	C	D	E	F	G	H	I	
Item no.	Item name	Description of item	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1	Desks	Single Exam Desk (MDF)	100	EA						

NB: Suppliers should complete this pricing schedule and submit a detailed quotation on the company's official letterhead.

Eenhana Campus quotation should include delivery to campus situated at **Billy William Mwaningange, Rural Development Centre (RDC), Onhuno/Eenhana Main Road, Eembaxu Village, Ohangwena Region.**

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.


Key notes: **NA**= NOT APPLICABLE, **NQ** = NO QUOTE

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

MAIN CAMPUS (WINDHOEK)

QUOTATION FOR: Namibia University of Science and Technology

Procurement Ref No. G/RFQ/NUST – 008 /2026

		INSTRUCTIONS TO THE PUBLIC BODY			INSTRUCTIONS TO BIDDERS					
		At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i>			Bidders shall fill-in columns E – I and fill the total. E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	AA	B	C	D	E	F	G	H	I	
Item no.	Item name	Description of item	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1	Desks	Single Exam Desk (MDF) 	250	EA						

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

NEW DISABILITY DEPARTMENT (MAIN CAMPUS)

QUOTATION FOR: Namibia University of Science and Technology

Procurement Ref No. G/RFQ/NUST – 008 /2026

		INSTRUCTIONS TO THE PUBLIC BODY			INSTRUCTIONS TO BIDDERS					
		At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i>			<u>Bidders shall fill-in columns E – I and fill the total.</u> E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F) <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 					
A	AA	B	C	D	E	F	G	H	I	
Item no.	Item name	Description of item	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1	As per coloumn B	EVO Bench Top – Acacia	3	EA						
2	As per coloumn B	EVO Sit/Stand Control Pane	3							
3	As per coloumn B	XPRESS-ME Rectangular Desk + 1 Leg (LHS)	1							

4	As per column B	XPRESS-ME Dropped L-Extension (LHS)	1							
5	As per column B	Cable Outlet Access Cover	1							
6	As per column B	Handle Vogue 128P – Silver	2							
7	As per column B	XPRESS-ME Mana- gerial Wall Unit	1							
8	As per column B	Handle Vogue 128P – Black	2							
9	As per column B	LINK Task Chair	1							
10	As per column B	LINK Headrest	1							
11	As per column B	GLOBAL Round Meeting Top 1200mm Diameter – Brushed Oak	1							

12	As per column B	Stylus Tapered Metal Leg 700H – White	4							
13	As per column B	UNIQUE Swivel Chair 4-Star – Black PU0903	4							
14	As per column B	GIRO Task Chair with Height-Adjust- able Arms, Simple Mechanism – Black	70							
15	As per column B	XPRESS-ME Mana- gerial Wall Unit (1800×450×1250H) – Natural Wal- nut/Black	1							
16	As per column B	Handle Vogue 128P – Black	2							
17	As per column B	GLOBAL Round Meeting Top 1200mm Diameter – Natural Walnut	1							
18	As per column B	Stylus Tapered Metal Leg 700H – Black	4							

NB: Suppliers should complete this pricing schedule and submit a detailed quotation on the company's official letterhead.

3. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:



Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA= NOT APPLICABLE, NQ = NO QUOTE**



SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

EENHANA CAMPUS

Description of Goods (Include shape, color, material, dimensions etc.)	Quantity required
<p>Single Exam Desk (MDF)</p> 	<p>100</p>
<p>Bright Blue Heavy-Duty Stacking Chairs</p> 	<p>500</p>

MAIN CAMPUS (WINDHOEK)

Description of Goods	Quantity
----------------------	----------

(Include shape, color, material, dimensions etc.)	required
<p data-bbox="191 318 499 350">Single Exam Desk (MDF)</p> 	<p data-bbox="1159 318 1226 350">250</p>
<p data-bbox="191 881 680 914">Bright Blue Heavy-Duty Stacking Chairs</p> 	<p data-bbox="1159 881 1241 914">1000</p>

NEW DISABILITY DEPARTMENT (MAIN CAMPUS)

Description of Goods	Quantity
----------------------	----------


(Include shape, color, material, dimensions etc.)	required
EVO Bench Top – Acacia	3
EVO Sit/Stand Control Panel	3
XPRESS-ME Rectangular Desk + 1 Leg (LHS)	1
XPRESS-ME Dropped L-Extension (LHS)	1
Cable Outlet Access Cover	1
Handle Vogue 128P – Silver	2
XPRESS-ME Managerial Wall Unit	1
Handle Vogue 128P – Black	2
LINK Task Chair	1
LINK Headrest	1
GLOBAL Round Meeting Top 1200mm Diameter – Brushed Oak	1
Stylus Tapered Metal Leg 700H – White	4
UNIQUE Swivel Chair 4-Star – Black PU0903	4
GIRO Task Chair with Height-Adjustable Arms, Simple Mechanism – Black	70


XPRESS-ME Managerial Wall Unit (1800×450×1250H) – Natural Walnut/Black	1
Handle Vogue 128P – Black	2
GLOBAL Round Meeting Top 1200mm Diameter – Natural Walnut	1
Stylus Tapered Metal Leg 700H – Black	4
SUPREME VIS Chair – Black Frame with Black Mesh Back	4
XPRESS-ME Rectangular Desk + 1 Leg (RHS) 1800×750×725H – Natural Walnut/Black	1
XPRESS-ME Dropped L-Extension (RHS) 1500×550×675H – Natural Walnut/Black	1
Handle Vogue 128P – Black	5
Cable Outlet Access Cover (Round) – Black	5

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Bidders should complete columns C and D with the specification of the goods 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.]

EENHANA CAMPUS

Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
100	<p>Single Exam Desk (MDF)</p> 		
500	Bright Blue Heavy-Duty Stacking Chairs		


Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
			


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

Specifications and Compliance Sheet Authorised By:

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

MAIN CAMPUS

Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
250	<p>Single Exam Desk (MDF)</p> 		
1000	Bright Blue Heavy-Duty Stacking Chairs		

Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
			

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

Specifications and Compliance Sheet Authorised By:

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

NEW DISABILITY DEPARTMENT

Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
3	EVO Bench Top – Acacia		
3	EVO Sit/Stand Control Panel		
1	XPRESS-ME Rectangular Desk + 1 Leg (LHS)		
1	XPRESS-ME Dropped L-Extension (LHS)		
1	Cable Outlet Access Cover		
2	Handle Vogue 128P – Silver		
1	XPRESS-ME Managerial Wall Unit		
2	Handle Vogue 128P – Black		
1	LINK Task Chair		
1	LINK Headrest		
1	GLOBAL Round Meeting Top 1200mm Diameter – Brushed Oak		

Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
4	Stylus Tapered Metal Leg 700H – White		
4	UNIQUE Swivel Chair 4-Star – Black PU0903		
70	GIRO Task Chair with Height-Adjustable Arms, Simple Mechanism – Black		
1	XPRESS-ME Managerial Wall Unit (1800×450×1250H) – Natural Walnut/Black		
2	Handle Vogue 128P – Black		
1	GLOBAL Round Meeting Top 1200mm Diameter – Natural Walnut		
4	Stylus Tapered Metal Leg 700H – Black		
4	SUPREME VIS Chair – Black Frame with Black Mesh Back		
1	XPRESS-ME Rectangular Desk + 1 Leg (RHS) 1800×750×725H – Natural Walnut/Black		
1	XPRESS-ME Dropped L-Extension (RHS) 1500×550×675H – Natural Walnut/Black		

Qty.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
5	Handle Vogue 128P – Black		
5	Cable Outlet Access Cover (Round) – Black		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods Ref. **G/RFQ/NUST - 006/2026** on the website of the Public Entity www.nust.na except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NUST - 006/2026**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Site GCC 1.1(m)	The Site / final destination for delivery of the Goods is: Namibia University of Science and Technology 13 Jackson Kaujeua Windhoek West and Eenhana Campus situated at Billy William Mwaningange, Rural Development Centre (RDC), Onhuno/Eenhana Main Road, Eembaxu Village, Ohangwena Region.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010 .

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 8.1</p>	<p>Any notice shall be sent to the following addresses: Manager: Procurement Namibia University of Science and Technology Private Bag 13388 Windhoek bidbox@nust.na</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Disputes GCC 10.2</p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>_____</p>
<p>Delivery and Documents GCC 13.1</p>	<p>The Goods are to be delivered within 30 days from the date of the Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) Signed delivery note;</p>
<p>Price Adjustment GCC 15.1</p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
<p>Terms of Payment GCC 16.1</p>	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1</p>

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made no later than thirty days after submitting an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the exchange rate.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
Transportation GCC 25	The Goods shall be delivered: DDP

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be upon suppliers' delivery of goods before signing the delivery note.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4% contract price per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 3 years (minimum)
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 days

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 [a + b \frac{L_1}{L_0} + c \frac{M_1}{M_0}] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
- P_0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser, are as follows:

$a = [insert\ value\ of\ coefficient]$

$b = [insert\ value\ of\ coefficient]$

$c = [insert\ value\ of\ coefficient]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to the date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless expressly stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P_0 is expressed differs from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NUST - 006/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
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 a valid certified copy of a 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/partners).		
Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid)		
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate;		
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 Government letterhead (Attached)		

<p>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</p>		
<p>Completeness of document: all bidding documents completed, signed, initialled and submitted.</p>		

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).

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 bid 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

This Section complements the Instructions to Bidders. It contains the criteria that Namibia University of Science and Technology (NUST) may use to evaluate a bid and determine whether a Bidder has the required qualifications.

The following evaluation criteria shall be applied notwithstanding any other requirement in the tender documents.

The bidder must meet the following mandatory requirements.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
<p>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</p> <p>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</p> <p>(Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).</p>	
A valid original or certified copy of the company's good standing Tax Certificate (NAMRA) .	
A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner) .	
A valid original or certified copy of the Affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	
Submit signed Bid Securing Declaration	

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).

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

Technical Evaluation Criteria

Details of Technical Evaluation Markings	
	Max Marks
Bidder's Experience (Marks for the criterion and sub-criteria to be inserted by the Employer)	
<p>Bidder should have a minimum of 5 years' experience in supply and delivery of office furniture and provide purchase orders, contracts as evidence of years of experience</p> <ul style="list-style-type: none"> • 5 years or more experience meeting above criteria= 30 points • 4 experience meeting above criteria=20 points • Less than 4 years meeting above criteria= 5 points 	30
<p>Provide a detailed Company Profile in line with the supply and delivery of goods required (Attach Profile)</p> <ul style="list-style-type: none"> • A detailed company profile indicating the following: = 10 points ✓ Business addresses (trading, telephones numbers, contact persons and email) ✓ Demographics (number of employees) ✓ Geography (operation coverage) ✓ Physical Facilities (office space) • Company profile not clearly narrated = 2 points • No company profile attached= 0 point 	10
<p>Warranty and After-Sales Support</p> <p>The bidder must submit proof of a minimum three (3) year warranty for all office furniture items. The warranty shall include repair or replacement of defective items at no additional cost to the procuring entity and must clearly state warranty terms, conditions, and response times.</p> <p>Less than 3 years or more – Does not meet minimum requirements: 0 points</p> <p>3 years warranty – Meets minimum requirement: 10 points</p> <p>4 years or more warranty – Exceeds minimum requirement: 20 points</p>	20
<p>Attach proof of three (3) relevant recent contract references for similar supply and delivery of office furniture with matching evidence of previous supply goods supplied (2021-2025) (Reference verification will be done) – These references should include the name of the entity, nature of contract, value of the contract, contact person and office telephone number and email address</p> <ul style="list-style-type: none"> • At most 3 references for previous goods delivered = 40 points • At most 2 references for previous similar goods supplied= 20 points • 1 reference for previous similar goods supplied= 5 points • No reference letter of similar goods provided= 0 points 	40
TOTAL MARKS-Technical	/100

- a) Only bidders scoring 70% and more will be considered for financial evaluation.
b) Financial evaluation, bidders will be ranked according to price quoted (from lowest to highest)

NUST is not bound to accept the lowest bid if it does not satisfy the mandatory and technical requirements stipulated in this bid.



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: _____

Location where work will be done, good/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.*