



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Office of the Bursar

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REQUEST FOR SEALED QUOTATIONS

**FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY
AND DELIVERY OF VARIOUS BRANDED CORPORATE AND PROMOTIONAL ITEMS TO THE
NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) CORPORATE STORE FOR
THREE (3) YEARS ON A NEEDBASIS**

Procurement Reference No: G/RFQ/NUST – 005/2026

Date of Issue: 02 APRIL 2026

Closing Date: 21 April 2026

Closing Time: 12h00

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



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Letter of Invitation

Dear Prospective Supplier

Subject: Request for Sealed Quotations for the appointment of a panel of service providers for the supply and delivery of various branded corporate and promotional items for the Namibia University of Science and Technology (NUST) Corporate Store for three (3) years on a need basis.

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-Kakuuai; 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-Kakuuai

Secretary to the Procurement Committee

SECTION I: INVITATION FOR BIDS

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 **180** days from the submission deadline date.

4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following **mandatory** documents:

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)	
6	Submit signed Bid-securing Declaration	

All documents must be 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).

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

5. Bid Securing Declaration

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

6. Mandatory Sample Provision for shortlisted bidders (Post technical evaluation)

NUST requires that bidders shortlisted for the technical evaluation submit one (1) branded sample of each of the three (3) items which will be divulged to the shortlisted suppliers. These samples are necessary for evaluating verify product quality, branding accuracy, durability, and supplier capability before award, and overall compliance with the technical requirements of this tender. NUST will contact shortlisted suppliers and provide them ten (10) calendar days to submit required samples.

Shortlisted bidders will be required to:

- Reproduce all three sample items exactly according to the specifications
- Return the completed samples as part of the technical submission
- Bear all costs related to the preparation, supply and delivery of the required samples
- Samples may be collected upon conclusion of the bidding process for unsuccessful bidders

All costs associated with producing and submitting the three items shall be borne entirely by the bidder and are not reimbursable by NUST. Failure to provide all three required sample items will result in disqualification from further evaluation.

7. Delivery

Delivery of goods ordered shall be within **14 calendar days** after acceptance/issue of Purchase Order. Deviation in the delivery period shall be considered if such deviation is reasonable.

8. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name, and contact information at the back of the envelope.

9. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at:

Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box 3
1ST Floor, Administration Building
Windhoek
21 April 2026
12h00 (local time)

Quotations, whether submitted by post or delivered by hand, must reach the Namibia University of Science and Technology no later than the specified date and time.

Late quotations will be rejected. And return unopened.

10. Opening of Bids

Quotations will be opened internally by 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.

11. Evaluation of Bids

NUST shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, technical evaluation, subject to Margin of Preference where applicable, to determine the lowest evaluated bid. The Eligibility Criteria stipulated in the bid document will be used to evaluate the bids.

12. Technical Compliance

Bidders shall submit along with their Bids 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, Annexure A and Eligibility criteria on page 36 details the minimum specifications of the goods/items to be supplied. The specifications must be met, but no credit will be given for exceeding the specifications.

13. Prices and Currency of Payments

Bids shall be fixed in Namibian Dollars.

14. Margin of Preference

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

Formula to calculate margin of preference:

$$A = MP \times PB$$

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 by specifications 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	Female-owned enterprise	<ul style="list-style-type: none"> - IDs 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"> - IDs 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"> - IDs 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	<ul style="list-style-type: none"> - Declaration and proof that the bidder 	1%

	environment protection	meets the requirements set out in the bidding document	
7	Suppliers providing employment to Namibians	- 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

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the goods items and related services shall be selected for award of contract. Award of 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.

16. Notification of Award and Debriefing

NUST shall after award of 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, the **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: BID LETTER*(to be completed by Bidders)*

*[Complete this form with all the requested details and submit it as the first page of your bid 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 bid is not authorised, it will be rejected.***

Bid addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	G/RFQ/NUST – 005/2026
	Request for Sealed Quotations for the appointment of a panel of service providers for the supply and delivery of various branded corporate and promotional items for the Namibia University of Science and Technology (NUST) Corporate Store for three (3) years on a need basis.

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 Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

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.

Bid Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

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 – 005/2026

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 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***

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: *Procurement of corporate promotional items*

Procurement Ref No. G/RFQ/NUST – 005/2026

A		AA	B	C	D	E	F	G	H	I
Item no.	Stock code	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
<i>As per Annexure B of bidding document</i>										
						TOTAL				
NAME:			POSITION:		SIGNATURE			DATE		
NAME OF COMPANY:			ADDRESS:							

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

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 IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

Description of Goods <i>(Include shape, colour, material, dimensions etc.)</i>	Quantity required
SECTION III: LIST OF GOODS AND PRICE SCHEDULE FOR DETAILED SPECIFICATIONS	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NUST – 005/2026

[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.]

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	See Annexure B of bidding document		

Specifications and Compliance Sheet Authorised By:

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

TERMS OF REFERENCE

The purpose of these Terms of Reference (ToR) is to contract reputable, suitable, and qualified provider(s) to supply and deliver various branded promotional items for Namibia University of Science and Technology (NUST) by supplying the NUST Corporate Store. The successful service provider(s) shall perform the required services in line with high-quality standards and shall follow all requests and specifications as indicated in this TOR.

The Corporate Engagement and Internationalisation (CEI) Department intends to establish and operationalise a Corporate Store to centralise the procurement and distribution of branded promotional items. These items will be used for institutional branding, marketing, stakeholder and student engagement, events, and official university activities.

The objective of this project is to ensure branding consistency, improve quality control, achieve cost efficiency, and streamline the procurement of promotional materials across the University.

Scope of work

The successful service provider(s) will be expected to provide the items listed, *but not limited to the items* in Annexure B of the bidding document. This RFQ process will result in the appointment of suppliers who will be required to provide high-quality, branded promotional items in line with NUST's brand guidelines.

The scope of services includes, but is not limited to:

- Supply and branding of corporate and promotional items (e.g. attire, gifts,)
- Printing, embroidery, engraving or other branding methods as required
- Compliance with NUST branding and quality standards
- Provision of samples upon request
- Timely delivery of ordered items within agreed timelines
- Consistent quality assurance across all supplied items

The RFQ may result in the appointment of multiple suppliers to ensure variety, reliability, and continuity of supply.

Contract duration and fees

- (i) **Duration of the engagement** – Three (3) years
- (ii) **Fees** – 30 days after submission of a valid tax invoice and verification of delivery by NUST.

Deliverables

The supplier(s) will be expected to deliver the following:

- Supply of branded promotional items as per approved orders
- Delivery of items within agreed timelines
- Consistent quality products aligned with NUST standards
- Product samples when requested

- Accurate invoicing and supporting documentation

Section VII. Special Conditions of Contract17

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 – 005/2026** 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 –005/2026**

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/destination for delivery of the Goods is: Namibia University of Science and Technology 13 Jackson Kaujeua Windhoek West
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010 .
Notices GCC 8.1	Any notice shall be sent to the following addresses: Manager Procurement Namibia University of Science and Technology Private Bag 13388 Windhoek bidbox@nust.na For the Supplier, the address and contact name shall be: _____ _____ _____ _____

Section VII Special Conditions of Contract 18

Subject and GCC clause reference	Special Conditions
Dispute GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:
Special and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. Bidder to indicate delivery period. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	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
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	The price shall not be adjustable to the fluctuation in the exchange rate.
Payment Method GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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.
Performance Security GCC 18.1	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: In accordance with manufacturer packaging
Insurance GCC 24	Goods supplied under the Contract shall be fully insured in Namibian dollars against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery until the transfer of ownership to NUST.
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid (DDP)

Section VII Special Conditions of Contract 19

Subject and GCC clause reference	Special Conditions
Inspection and Tests GCC 26.1	The inspection and tests shall be upon done before suppliers' delivery of goods and 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 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 1 years
Repair and replacement. GCC 28.5	The period for repair or replacement shall be: 10-30 calendar days

Section VII Special Conditions of Contract 20

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:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

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 labour component in the Contract Price.
 c = estimated percentage of material component in the Contract Price.
 L_0, L_1 = labour 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 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 specifically 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.

Section VII Special Conditions of Contract 21

- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labour 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		
	NAD	NAD
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		

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

- **The cost structure should be certified by a Certified Accountant**

BID CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NUST – 005/2026

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

<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>		

All documents must be 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).

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	
An written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the	

contract or part thereof; and;	
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 none responsive. None responsive submissions will be eliminated from the rest of the evaluation process and will not be considered further.

Technical Evaluation Criteria

Details of Technical Evaluation Markings	
	Max Marks
Service Provider's Experience (Marks for the criterion and sub-criteria to be inserted by the Employer)	
<p>Service Provider should have a minimum of 5 years' experience (2021-2025) in supplying branded corporate promotional items. Provide, purchase orders, contracts as evidence of years of experience.</p> <ul style="list-style-type: none"> • More than 5 years meeting above criteria=10 points • 4-5 years meeting above criteria= 5 points • Less than 4 years = 0 points 	10
<p>Provide a detailed Company Profile in line with the promotional and corporate items supplies 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) ✓ Provide proof of physical facilities (office space) to demonstrate the location from which the business operates (provide proof of lease agreement or municipal utility bill). • Company profile not clearly narrated = 5 points • No company profile attached=0 point 	10
<p>Attach proof of three (3) relevant recent contract references for providing branded corporate promotional items (2021-2025) for medium – large organisations (Reference verification will be done) – These references should include the name of the entity, nature of contract contact person and office telephone number and email address as well as a list of promotional/corporate items supplied to the entity providing the reference letter and the value of the contract or purchase order including quantities provided.</p> <ul style="list-style-type: none"> • At most 3 references of previous work done = 20 points • At most 2 references of previous work done= 10 points • At most 1 reference of previous work done = 5 points • No references provided= 0 points 	20
Sub Total (A)	30

Production Methodology, Quality Assurance & Organisational Capacity (Marks for the criterion and sub-criteria to be inserted by the Employer)	
Quality Assurance and Submission Quality The bidder must submit a detailed and structured Production Methodology and Quality Assurance Plan demonstrating how they will ensure consistent, high-quality branded corporate and promotional items. The plan should be realistic, comprehensive, and aligned with the tender specifications, covering all stages of production: pre-production, sample approval, production, quality control, packaging, and delivery. <ul style="list-style-type: none"> • Fully detailed plan with methodology highlighting: Includes a complete production workflow, clearly outlines quality assurance processes at all stages, provides a realistic, time-bound production schedule, explains staff roles & organisational capacity, includes contingency measures for risk events, shows strong alignment with tender specifications, presents information in a clear, professional format= 10 points • Methodology Plan submitted but generic or lacking detail=5 points • No methodology plan attached= 0 points Bidders are required to demonstrate their entire supply chain quality assurance from receipt of NUST official purchase order to delivery of the promotional item request. NUST reserves the right to disqualify submissions that do not demonstrate the bidder's capacity to consistently meet quality, branding accuracy, and delivery requirements. The approved Production Methodology and Quality Assurance Plan will form part of the contract and may be enforced during contract management.	10
Key personnel (Supervisor) Key personnel with a minimum of three (5) years' experience in providing corporate promotional items (Submission of a CV of Supervisor for this contract) <ul style="list-style-type: none"> • More than 5 years=10 points • 3-4 years= 5 points • Less than 3 years = 0 points 	10
Sub Total (B)	20
Verifiable Supply Chain Network (Marks for the criterion and sub-criteria to be inserted by the Employer)	
The bidder must demonstrate a reliable supply chain by confirming active and dependable suppliers of raw materials, products, or finished items for branding. A list of local and/or international suppliers must be provided, supported by evidence such as letters of authorisation, reseller agreements, or recent invoices/POs. Where applicable, bidders must show import capability and outline contingency measures for supply disruptions. NUST reserves the right to verify all supplier relationships. <ul style="list-style-type: none"> • Verifiable evidence of robust supply chain provided as outlined above= 10 points • No verifiable evidence submitted = 0 point 	10
Production and Branding Capacity equipment to meet timelines The bidder must demonstrate ability to meet NUST's required production quantities,	10

<p>deadlines, and security expectations by demonstrating operational capacity, equipment readiness and standard lead times for delivery of 7-14 days post order.</p> <ul style="list-style-type: none"> • Attach a clear, realistic implementation plan with equipment list (own equipment or supported by supplier agreements), timelines and contingencies (10 points) • Attached plan submitted but lacks detail (5 points) • No plan attached (0 points) 	
Sub Total (C)	20
TOTAL MARKS-Technical (A+B+C)	/70

- 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.

Post technical evaluation (sample)

Shortlisted bidders who passed the technical evaluation criteria will be requested to provide three (3) samples of different corporate/promotional items that complies with all required specifications i.e. brand accuracy, print/embroidery quality, material quality and finishing, durability as listed in specifications of the sample items.

Shortlisted suppliers whose samples meet the specifications will qualify for the financial evaluation criteria.

ANNEXURE B: FINANCIAL EVALUATION (to be completed and inserted in a separate envelope)

Bidders who passed the post-technical evaluation will be evaluated on their financial offering using the list of products below. The lowest response bidders that met all evaluation criteria will be added to the panel of suppliers for three (3) years.

Bidders should provide an official quotation on their company letterhead for the below listed items as their financial proposal.

Inventory	Qty.	Unit Price (N\$)	VAT	Total Cost, N\$ (VAT Inclusive)
Corporate Wear				
Ladies Orion Golf Shirt	100			
Mens Orion Golf Shirt	100			
Ladies Reward Golf Shirt	100			
Mens Reward Golf Shirt	100			
Ladies Long Sleeve Elemental Golf Shirt	100			
Mens Long Sleeve Elemental Golf Shirt	100			
Mens Long Sleeve Kensington Shirt	100			
Mens Short Sleeve Micro Check Shirt	100			
Mens Short Sleeve Nottingham Shirt	100			
Ladies Jasmine Blouse	100			
Ladies Long Sleeve Zenobia Blouse	100			
Ladies Omega Hooded Sweater	100			
Mens Omega Hooded Sweater	100			
Ladies Lando Bodywarmer	100			
Mens Lando Bodywarmer	100			
Ladies Hamilton Jacket	100			
Mens Hamilton Jacket	100			
Unisex Sideline Tracksuit	100			
Willow Bush Hat	100			
Promotional Items				
Apex Laptop Backpack	50			
Altitude Expo Non-Woven Shopper	50			
Altitude Solano Aluminium Water Bottle	50			
Alex Varga Maximus Stainless Steel Vacuum Mug – 1.2 Litre	50			
Atlanta Flash Drive Keyholder - 8GB	50			
Odeon Slim Executive Power Bank - 4000mAh	50			
Axis Dome Flash Drive - 16GB - Navy	50			
Altitude Grooves Earbuds	50			

Altitude Academy Stationery Set	50			
Okiyo Minna Paper Stationery Set	50			
Altitude Valencia Ball Pen	500			
Altitude Stanford A5 Hard Cover Notebook	50			
Altitude Windsor A4 Zip-Around Folder	50			
Executive gifts				
Andy Cartwright Mantra A5 Hard Cover Notebook	30			
Dusco Set Swiss Peak Executive Pen Set	30			
Odeon Stilo Gift Set	30			
Serendipio Sheridisc Drinkware Gift Set	30			

Please note: Bidders will be required to hold their unit price for the first year of the contract, and from the second year of the contract, the prices will be adjusted as per the prevailing CPI percentage as provided by the Bank of Namibia.