



REQUEST FOR SEALED QUOTATIONS

**FOR THE PROVISION OF DÉCOR, TRAINING OF CONTESTANTS AND
CHOREOGRAPHY, SOUND SYSTEM, AND STAGE SERVICES FOR THE NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY 2026 CULTURAL FESTIVAL AND MR & MISS NUST
BEAUTY PAGEANT**

PROCUREMENT NO: NCS/RFQ/NUST- 008/2026

PROJECT TITLE:

**DÉCOR, TRAINING OF CONTESTANTS AND CHOREOGRAPHY, SOUND SYSTEM, AND STAGE
SERVICES FOR NUST**

ISSUED ON: 26 JUNE 2026

CLOSING DATE: 13 JULY 2026

CLOSING TIME: 12H00 (NAMIBIAN TIME)

BIDDER’S NAME:			
CONTACT DETAILS:	TELEPHONE:		
	EMAIL ADDRESS:		
TOTAL QUOTED AMOUNT (INCLUSIVE VAT):	Lot 1: Interior Décor (Mr & Miss NUST and cultural Festival Official Opening)	N\$	
	Lot 2: Training Service of Contestants and Choreography (Beauty Pageant) dance and Catwalk training	N\$	
	Lot 3: Sound system, and stage set up (Cultural Festival and Mr & Miss NUST)	N\$	
Event Dates	Cultural Festival: 19 -21 August 2026 Mr & Miss NUST 2026 (rehearsals): 14 August 2026 Mr & Miss NUST 2026 (Main event): 15 August 2026		



Letter of Invitation

Procurement Reference No: NCS/RFQ/NUST-008/2026

Dear Prospective Service Provider

Request for Sealed Quotations for the Provision of Décor, Training of Contestants and Choreography, Sound System, and Stage Services for the Namibia University of Science and Technology 2026 Cultural Festival and Mr & Miss NUST Beauty Pageant

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the services described below.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Any request for clarification should be forwarded in writing to Ms Rosemary Tjombonde-Kakuuui; Tel: +264 61 207 2020 Fax: +264 207 2966, email address: bidbox@nust.na.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Rosemary Tjombonde-Kakuuui

Manager: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NUST reserves the right:

- (a) To split the Contract as per the lowest evaluated cost site, or
- (b) To accept or reject any quotation or cancel the quotation process; and
- (c) Reject all quotations at any time before contract award.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing, and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration.
- (b) The Price Activity Schedule in Section IV;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

Before preparing your quotation, you are advised to carefully read the Request for Sealed Quotations document, including the Contract Data in Section Von. 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:

For the participating company to be eligible, the service provider must 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 valid original or valid certified copy of the Good Standing Tax Certificate (NAMRA);	
3	Attach a valid original or valid certified copy of a Good Standing Social Security Certificate;	

4	A valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;	
5	Written undertaking as contemplated in section 138(2) of the Labour Act, 2007	
6	Submit a signed Bid-securing Declaration.	
7	Detailed Company profile (not more than 10 pages)	
8	Provide three (3) reference letters for similar services with full contact details of the referees from previous organizational clients (Bidder should have executed at least three events for a minimum of 1,500 audiences in the past five (5) years (<i>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 services rendered to the entity providing the reference letter and the value of the contract or purchase order issued</i>)).	
ELECTRONIC BIDDING WILL NOT BE PERMITTED. LATE BIDS WILL BE REJECTED AND RETURNED UNOPENED		

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

Failure to comply with the abovementioned requirements will deem the bidder document unresponsive and disqualified.

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be as follows (Deviation in the completion period shall not be accepted because the Mr & Miss NUST and cultural festival dates are set):

Windhoek (Main Campus)

- Cultural Festival (Main Campus) – 19-21 August 2026. However, the set-up should be finalised on the 18 August 2026 prior to the official opening ceremony. Gospel Night Show on the 20 August and Live Music Show on the 21 August 2026 and breakdown should be on 22 August 2026.
- Mr. & Miss NUST Beauty Pageant (Windhoek Show Grounds Makalani Hall) - 15 August 2026. However, the set- up and dress rehearsal should be finalised on the 14 August 2026 prior to the beauty pageant. Breakdown should be on the 16 August 2026.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving the company's profile, past experience, and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

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

Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box
Administration Building, 1st Floor
Windhoek

13 July 2026 (Monday)

12h00 (local time)

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

Late quotations will be rejected.

Quotations received by email will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the **NUST** immediately after the closing time referred to in instruction nine (9) above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the NUST website, www.nust.na, and available to any bidder on request within three (3) working days of the Opening.

11. Evaluation of Quotations

NUST shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on the evaluated cost to determine the lowest evaluated quotation. The Evaluation Criteria are detailed in Annexure A of this bidding document.

12. Scope of Services and Performance Standards

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

13. Prices and Currency of Payment

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the services and shall include all duties. The cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed included in the quoted prices.

14. Labour Clause

In order to qualify for the award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide by the sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.

15. Margin of Preference

Margin of preference will be applied as per the code of good practice on preference. The bidders should familiarize themselves with the code of good practice on the Ministry of Finance, Procurement Policy Website and submit relevant information for them to qualify for preference.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service, shall be selected for award of the contract. Award of the contract shall be by issuing a Purchase Order/Letter of Acceptance per the terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Notification of Award and Debriefing

NUST shall, after the award of the Contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, **NUST** shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER
(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	NCS/RFQ/NUST - 008/2026
The subject matter of Procurement:	Request for Sealed Quotations for the Provision of Décor, Training of Contestants and Choreography, Sound System, and Stage Services for the Namibia University of Science and Technology 2026 Cultural Festival and Mr & Miss NUST Beauty Pageant

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

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

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribed fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount/disqualification on the grounds mentioned in the BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order, and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract if we are awarded the contract or part thereof.

The validity period of the quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation if we are awarded the Contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorised by:

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

Appendix to Quotation Letter

BID SECURING DECLARATION (Section 45 of Act) (Regulation 37(1) (b) and 37(5))

Date: ____/____/____

Procurement Ref No.: NCS/RFQ/NUST – 001/2025

To:
Namibia University of Science and Technology
13 Jackson Kaujeua Street
Windhoek West

I/We* understand that in terms of section 45 of the Act, a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder, or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/we are* not the successful Bidder.

Signed: _____
[Insert signature of person whose name and capacity are shown]

Capacity of: _____
[Indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: _____
[Insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[Insert date of signing]

Corporate Seal (where appropriate)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

The location where work will be done, goods/services will be delivered:

.....

3. UNDERTAKING

I*[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times, comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: SCOPE OF SERVICES

1. Background

The Namibia University of Science and Technology (NUST), through the department of Student Services, is planning to host the Annual university cultural festival as well as Mr & Miss NUST 2026 Beauty Pageant, scheduled to take place on 15 -21 August 2016. The Mr and Miss NUST will take place on 15 August 2026 at the Windhoek Show Grounds, Makalani Hall. This event serves as an important institutional platform aimed at promoting student engagement and cultural expression.

2. Statement of purpose and objectives

The purpose of this request is to invite bidders who can provide décor, choreography, sound, and stage services and carry out the services at NUST. The successful service provider is expected to deliver in accordance with the scope of work described herein. These provisions are essential to ensure the event is conducted professionally and meets the institution's expected standards.

3. Scope of Work

The bidder is expected to carry out the scope of work as outlined in the table below, as creative bidders are expected to be innovative and creative in carrying out this activity:

Services	Activity
Official Opening	Tradional Set up/Decorations Venue: Engineering Basement • Traditional Namibian cultural décor from various tribes • Artificial grass (green) to cover the entire tent
Mr. & Miss NUST Beauty Pageant	Interior Decorations Theme: Bridgerton • 10x round tables • 3x Rectangular tables • Tablecloth and deco items for 13 tables • 700 x Tiffany chairs with cushion • 2x Mr. and Miss high fancy chairs (white) • 3x long red carpet (1x5m & 1x10m) • 8x gold rails with red robes • Photobooth (standard size with deco that goes with the theme) • 5x chairs for Judges (to go with the 3x rectangular tables)

Training of Beauty Pageant Contestants (Choreographer)	• Training Contestants (catwalk) (Two weeks) (Two hours per day) • Opening dance Choreographer (Two weeks) (Two hours per day) • Quotes must clearly indicate rate charge per hour.
Stage and Sound System for Official Opening and Mr & Miss NUST	Cultural festival 19-21 August 2026- Official Opening Stage and Sound System • Stage (1.8m high and 12m wide) • PA Sound System, including back line. (1000 people outdoor) • Lighting • Handheld Microphone Cordless x 2 set • Microphone on stands Corded x 6, Podium Microphone x 1 • 1x Pioneer CDJ's 2000s • 1 x Mixer DJM800 • 3 x stage Monitors • 1 x DJ Monitor
	Mr. & Miss NUST Beauty Pageant 15 August 2026 Venue: The Windhoek Show Grounds Makalani Hall Stage and Sound System • Modelling stage (T-shape with a backstage) (15x stages deck 2mx1m; 2x stage deck 1mx0,5m)) • Draping for changing area (15x wall draping kit [15m]) • Indoor PA Sound System (pax 500 people) • Handheld microphone Cordless x 4 • Microphone on stands Cordless x 3 • 1x Pioneer CDJ's 2000s • 1 x Mixer DJM 800 • 1 x backstage monitor • Lighting for stage, ambience and moving lights • 2x Projector Screens (LED panels) • 3x Communication Devices (Comms)

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NUST –008/2026

[Complete the unit prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The total price will be determined as per the services on a need-basis.

Currency of Quotation: Namibian Dollars

LOT 1: Décor

Item No	Description of Services	Qty.	Unit Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
Interior Décor (Mr & Miss NUST and cultural Festival Official Opening)					
1	Interior Décor	1	1		
		Subtotal			
		VAT @ %			
		Total			

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

Priced Activity Schedule Authorised By:

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

LOT 2: Training of Contestants and Choreography Services

Item No	Description of Services	Qty.	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
Choreography (Beauty Pageant) dance training contestants and Choreography						
1	Training of Contestants and Choreography services Mr and Miss NUST 2026	1	1			
		Subtotal				
		VAT @ %				
		Total				

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

Priced Activity Schedule Authorised By:

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

LOT 3: Sound system, Stage

Item No	Description of Services	Qty.	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
Sound system, and stage set up (Cultural Festival and Mr & Miss NUST)						
1	Sound System (Cultural Festival 19-21 August 2026)	1	1			
2	Stage Cultural Festival 19-21 August 2026)	1	1			
3	Sound System (Mr & Miss NUST on 15 August 2026)	1	1			
4	Stage (Mr & Miss NUST on 15 August 2026)	1	1			
		Subtotal				
		VAT @ %				
		Total				

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

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NUST – 008/2026**

[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance Specifications of and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	AS PER SECTION III: SCOPE OF SERVICES		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time-based) available on the website of the Public Entity www.nust.com.ng except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: **NCS/RFQ/NUST – 008/2026**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as of the date of last signature by both parties.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer (NUST) is: The Vice-Chancellor Namibia University of Science and Technology Office of the Vice-Chancellor vc@nust.na +264 61 207 2001 The Authorized Representative of the Service Provider is: Name: _____ Title: _____ Email: _____ Contact Number: _____
GCC 4.2 Contract Price	The amount payable is as per the price activity schedule.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider monthly 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/NUST – 008/2026

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Signed Bid Securing Declaration		
Company profile, past experiences, and references where similar services have been provided		
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – Attach certified copies of all shareholders Identification documents. (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
A valid certified copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963),		
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
A valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998, (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 (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007		

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.

EVALUATION CRITERIA

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
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – Attach certified copies of all shareholders Identification documents. (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).	
A valid certified copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963),	
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).	
A valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998, (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 (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	
Submit signed Bid Securing Declaration	

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 evaluation process and will not be considered further.

TECHNICAL EVALUATION CRITERIA

Details of Technical Evaluation Markings	
	Max Marks
Detailed Company Profile: Detailed profile outlining the company's history, staff compliment, mission, and areas of expertise in line with the requested service. (Attach company profile) • A detailed company profile indicating the following: = 50 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 = 20 points • No company profile attached= 0 point	50
Company Experience: The bidding company must have been in the business of decoration, choreography or Sound and stage at least three (3) years. A Minimum of three (3) years' experience in the décor, choreography, sound and stage industry. (Bidder to attach evidence (i.e. purchase orders, award letters, contracts) of at least three corporate clients' décor, choreography, sound and stage projects completed in the last three years) • Less than 3 years of experience = 0 points • 3 or more years of experience = 30 points Experience evaluation will be based on the Lot(s) that the bidder submitted to ensure fairness.	30
Client References: Provide three (3) reference letters for similar services with full contact details of the referees from previous clients (Bidder should have executed at least three events for a minimum of 1,500 audiences in the past five (5) years (<i>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 services rendered to the entity providing the reference letter and the value of the contract or purchase order issued</i>). • At most 3 references were attach= 20 points • At most 2 references were attach= 15 points • At most 1 reference was attach = 5 points • No reference was attach = 0 points <i>NUST reserve the right to verify the reference letters provided.</i>	20
TOTAL MARKS-Technical	/100

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

FINANCIAL EVALUATION CRITERIA

The bidder quotation must clearly indicate the following and be on the official company letterhead:

- 1) Indicate a rate for each Lot (s) based on the scope of work of NUST;