



REQUEST FOR SEALED QUOTATIONS

FOR

**THE APPOINTMENT OF A PANEL
OF SUPPLIERS FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS STRUCTURED
NETWORK CABLING EQUIPMENT TO THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY
(NUST) ON A NEED-BASIS AGREEMENT FOR A PERIOD OF THREE (3) YEARS**

Procurement Reference No: NCS/RFQ/NUST – 007/2026

DATE OF ISSUE: 05 JUNE 2026

CLOSING DATE AND TIME: 19 JUNE 2026 AT 12h00

BIDDER'S NAME:		
CONTACT DETAILS:	TELEPHONE:	
	CONTACT PERSON:	
	EMAIL ADDRESS:	
COMPANY PHYSICAL ADDRESS:		
TOTAL COST VAT INCLUSIVE (N\$) FOR THREE (3) YEARS		

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



Letter of Invitation

Dear Prospective Service Provider

Request for Sealed Quotations for the appointment of a panel of suppliers for the supply, delivery, and installation of various structured network cabling equipment to the Namibia University of Science and Technology (NUST) on a need-basis agreement for period of three (3) years

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

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

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

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

Yours faithfully,

Rosemary Tjombonde-Kakuuui

Manager: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NUST reserves the right:

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

2. Preparation of Quotations

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

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

Before preparing your quotation, you are advised to carefully read the Request for Sealed Quotations document, including the Contract Data in Section V on. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **90** days from the submission deadline date.

4. Eligibility Criteria

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

Administrative compliance requirements:

No	Document Name	Please tick
1	A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).	
2	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
3	An original or valid certified certificate of or, in the case where a company has no employees, confirmation letter from the Social Security Commission.	
4	A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998.	
5	A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid)	

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

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

5. Bid Securing Declaration

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

6. Contract Period for Services

The Contract shall be a once-off. Please quote accordingly.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

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

9. Scheduled site visit

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

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

Date & Time: 12 June 2026 at 10h00

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

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

10. Submission of Quotations

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

**Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box
Administration Building, 1st Floor
Windhoek
19 June 2026 (Friday)**

12h00 (local time)

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

Late quotations will be rejected.

Quotations received by email will not be considered.

11. Opening of Quotations

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

For any Technical clarifications, please contact: Mr Gabriel Rukoro on telephone number: 061 207 2314.

12. Evaluation of Quotations

NUST shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

13. Scope of Services and Performance Standards

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

14. Prices and Currency of Payment

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

15. Labour Clause

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

16. Margin of Preference

None

17. Award of Contract

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

18. Notification of Award and Debriefing

NUST shall, after award of the Contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on

its website within seven (7) days. Furthermore, **NUST** shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

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

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

Quotation addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	NCS/RFQ/NUST - 007/2026
The subject matter of Procurement:	Request for Sealed Quotations for the appointment of a panel of suppliers for the supply, delivery, and installation of various structured network cabling equipment to the Namibia University of Science and Technology (NUST) on a need-basis agreement for period of three (3) years

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 – 007/2026

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

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

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

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

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

Signed: _____

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

Capacity of: _____

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

Name: _____

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

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

Dated on _____ day of _____, _____

[Insert date of signing]

Corporate Seal (where appropriate)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

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

of*[insert full name of company]*

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: SCOPE OF SERVICES

ANNEXURE A: SCOPE OF SERVICES

NUST seeks the services of an **eligible and qualified service provider(s)** for the provision of network infrastructure services. NUST will appoint more than one service provider for this service as part of a panel.

ICT Services regularly receives unscheduled and small-scale requests for network infrastructure installations across the Main Campus and satellite locations. These requests typically include installation of data points, structured cabling, fibre optic installations and splicing, network cabinets and racks, patch panels, trunking, and cable management systems.

Such requirements arise from office relocations, staff increases, workspace reconfigurations, infrastructure upgrades, and urgent connectivity needs, and are often time-sensitive with a direct impact on institutional operations.

The objective of this RFQ is therefore to appoint **two (2) or more** qualified service providers through a competitive procurement process to enter into a three (3) year framework contract to provide these services on an ad-hoc, call-out basis. This arrangement will enable timely response to operational requirements while avoiding the need to initiate a full procurement process for each individual request.

1. Scope of services:

The appointed service providers shall, on an ad-hoc and call-out basis, supply, install, test, commission, and certify network infrastructure components across the Main Campus and satellite locations for the duration of the three-year framework contract.

The scope of work shall include, but not be limited to, the following:

2.1 Structured Cabling and Data Points

- Installation of new data points (Cat6/Cat6A or as specified)
- Extension and reconfiguration of existing data cabling
- Termination, labelling, and testing of copper cabling
- Compliance with applicable cabling standards

2.2 Fibre Optic Installations

- Installation of single-mode and/or multi-mode fibre optic cables
- Fibre splicing and termination
- Supply and installation of fibre distribution panels and accessories
- OTDR testing and certification of fibre links

2.3 Network Cabinets and Racks

- Supply and installation of wall-mounted and floor-standing network cabinets
- Installation of racks, power distribution units (PDUs), and related accessories
- Proper earthing and cable management

2.4 Passive Network Components

- Installation of patch panels

- Installation of trunking, conduits, and cable trays
- Structured cable management systems
- Labelling in accordance with ICT Services standards

2.5 Testing, Certification and Documentation

- Testing and certification of all installed cabling (copper and fibre)
- Submission of test results and as-built documentation
- Clear labelling and updated network diagrams where applicable

2.6 Service Delivery Requirements

- Respond to call-out requests within agreed timeframes
- Provide quotations based on pre-approved framework rates
- Execute works in compliance with institutional ICT standards, health and safety regulations, and industry best practices
- Minimise disruption to academic and administrative operations

All materials supplied shall be of high quality and compliant with recognised industry standards. Workmanship must meet professional installation standards and be subject to inspection and approval by ICT Services.

2. Facilities to be provided by NUST

For the effective execution of the services under this framework contract, NUST shall provide the appointed service providers with the following information and facilities, as required per assignment:

3.1 Access to Sites

- Authorised access to relevant buildings, offices, server rooms, and communication closets during agreed working hours
- Access permits and coordination with Campus Protection Services where required

3.2 Technical Information

- Floor plans, layout drawings, and site information where available
- Existing network diagrams and infrastructure details, where applicable
- ICT installation standards and labelling conventions to be adhered to

3.3 Scope Clarification

- Detailed description of the required works per call-out request
- Site briefings and joint inspections prior to quotation, where necessary
- Confirmation of technical specifications and performance requirements

3.4 Points of Contact

- Designated ICT Services representative for technical coordination, approvals, and inspection of completed works
- Communication channel for escalation and reporting

3.5 Utilities

- Access to existing power supply within facilities for installation purposes
- Access to designated storage or staging areas where available and agreed

NUST shall not be responsible for the provision of tools, specialised equipment, consumables, labour, or safety gear required to execute the works. These shall remain the responsibility of the appointed service provider.

3. Contract duration and fees

The initial contract term is for three (3) years, to be renewed for an additional one year while a new procurement process is being conducted. Subject to performance.

4. Payment terms

Payment will be made within 30 days after delivery of service rendered or goods delivered and submitted valid tax invoice, based on completion, and signed off of items listed under point 7 Deliverables. Invoices will be process for payment once inspection has been done on the work by the end-user. If there are rework required, invoices will only be paid once the work has been completed to the satisfaction of the University.

5. Deliverables

The appointed service providers shall deliver the following for each assignment issued under the framework contract:

5.1 Quotations and Work Plans

- Detailed written quotation based on approved framework rates
- Scope confirmation and work plan, where required
- Estimated timelines for completion

5.2 Installation and Commissioning

- Supply and installation of specified network infrastructure components
- Proper termination, labelling, and configuration (where applicable)
- Testing and commissioning of installed infrastructure

5.3 Testing and Certification Reports

- Copper cable test results (Fluke or equivalent certification reports)
- Fibre optic test results (including OTDR results where applicable)
- Confirmation of compliance with applicable industry standards

5.4 As-Built Documentation

- Updated as-built drawings indicating cable routes and termination points
- Port allocation schedules and labelling registers
- Cabinet/rack layout diagrams where applicable

5.5 Handover Documentation

- Job completion report signed off by ICT Services
- List of materials used per assignment
- Warranty certificates for installed materials and workmanship
- As-built drawings and updated network/floor layout diagrams indicating cable routes, cabinet locations, patch panels, data points, and fibre termination points where applicable.
- Cable test and certification results for all installed copper and fibre cabling, confirming compliance with recognised industry standards.
- Labelling schedule for all installed cables, patch panels, outlets, cabinets, and fibre cores.
- Photographic evidence of completed installations where required.

5.6 Knowledge Transfer (Where Applicable)

- Brief technical handover to ICT Services staff upon completion of larger installations
- Clarification of any deviations from original design
- Guidance on basic troubleshooting procedures and maintenance requirements.
- Provision of relevant technical manuals, configuration references, and operational documentation.

6. Eligibility Criteria

6.1 Technical Capacity and Experience

- Minimum of three (3) years' proven experience in structured cabling and network infrastructure installations
- Demonstrated experience in fibre optic installation and splicing
- At least three (3) traceable references for similar work completed within the last five (5) years
- Proven experience working in institutional, commercial, or campus environments

6.2 Personnel Qualifications

- Employ qualified technicians with relevant technical certifications in structured cabling and/or fibre installations
- At least one certified fibre splicing technician

6.3 Equipment and Tools

- Access to certified cable testing equipment (e.g., Fluke or equivalent for copper testing)
- Access to OTDR equipment for fibre testing
- Availability of appropriate installation tools and safety equipment

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NUST – 007/2026

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)	Unit Price (Year 3)
A*	B*	C*	D*	E*	F 1	F 2	
CABLING UTP ITEMS CAT 6 MOLEX/KRONE/DATAZONE							
1	Cable Cat 6 UTP Grey Drum 500m	1	Each				
2	Fly Lead 1m Cat 6	1	Each				
3	Fly Lead 3m Cat 6	1	Each				
4	Fly Lead 5m Cat 6	1	Each				
5	Cat 6 RJ45 boot and Plug set	1	Each				
6	Keystone Cat 6 Clipsal / Modclip	1	Each				
7	Cat 6 Patch Panel 24 Port Fully Loaded	1	Each				
8	Installation of network point per point	1	Each				
9	Network point labelling and testing (with test results / documentation)	1	Hour				
CABLING UTP ITEMS CAT 6A MOLEX							
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)	
10	Cable Cat 6A UTP Grey Drum 500m	1	Each				
11	Fly Lead 1m Cat 6A	1	Each				
12	Fly Lead 3m Cat 6A	1	Each				
13	Fly Lead 5m Cat 6A	1	Each				
14	Cat 6A RJ45 boot and Plug set	1	Each				
15	Keystone Cat 6A Clipsal / Modclip	1	Each				
16	Cat 6A Patch Panel 24 Port Fully Loaded	1	Each				
17	Installation of network point per point	1	Hour				

18	Network point labelling and testing (with test results / documentation)	1	Hour				
CABINETS (FREE STANDING OR MOUTABLE) (two different sizes depending on depth, doors and height. Some are glass whilst others are perforated)							
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)	
19	Cabinet 6U	1	Each				
20	Cabinet 9U	1	Each				
21	Cabinet 12U	1	Each				
22	Cabinet 18U	1	Each				
23	Cabinet 27U	1	Each				
24	Cabinet 34U / 38U	1	Each				
25	Cabinet 42U	1	Each				
26	Cabinet 47U	1	Each				
27	Cabinet fans pair	1	Each				
28	Cabinet Electric 6 way 16A	1	Each				
29	Cabinet Electric 10 / 12 way 16A	1	Each				
30	Cabinet Tray	1	Each				
31	Brush panel (short - long base)	1	Each				
32	Mounting and installation of Cabinet	1	Each				
33	PDU type	1	Each				
FIBRE ITEMS - LC CONNECTION Single Mode or Multi Mode Fibre							
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)	Unit Price (Year 3)
34	4 Core HDD Fibre Cable per meter	1	M				
35	8 Core HDD Fibre Cable per meter	1	M				
36	12 Core HDD Fibre Cable per meter	1	M				
37	24 Core HDD Fibre Cable per meter	1	M				
38	24 Port Unpopulated Fibre Patch Panel	1	Each				
39	Fibre LC - LC 1m Fibre Patch Cord	1	M				
40	Fibre LC - LC 2m Fibre Patch Cord	1	M				
41	LC Mid duplex Coupler	1	Each				
42	LC Pigtails	1	Each				
43	Fibre Splicing Cassette	1	Each				

44	Installation of fibre cable per meter	1	Hour				
45	Splice Protector	1	Each				
46	Fusion slicing per core	1	Each				
47	Fibre testing and labeling per core (with test results / documentation)	1	Hour				
ROUTES / TRUNKING							
Item No	Brief Description of Goods/Services	Qty.	Unit of Measure	Brand	Unit Price (Year 1)	Unit Price (Year 2)	Unit Price (Year 3)
48	16X25 Ega PVC Trunking	1	Each				
49	25x40 Ega PVC Trunking	1	Each				
50	40x40 Ega PVC Trunking	1	Each				
51	Single Compartment Powerskirting	1	Each				
52	Single Compartment Powerskirting End Caps	1	Each				
53	Single Compartment Powerskirting bend / corner	1	Each				
54	Double Compartment Powerskirting	1	Each				
55	Double Compartment Powerskirting End Caps	1	Each				
56	Double Compartment Powerskirting bend / corner	1	Each				
57	Data Cradle and Face plate set	1	Each				
58	4x4 Databox set	1	Each				
59	Wire Mesh type	1	Each				
60	50mm sleeve	1	Each				
61	110mm sleeve	1	Each				
Other additional costs							
Subtotal							
VAT @ %							
Total							

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

Labour charges: Bidder to complete the labour and travel rates per hour/km in below table:

Item	Unit	Quantity	Rate (2026- 2029)
First callout	Hour	1 call out	N\$
Labour per hour	Hour	1 hour	N\$
Travel to and from campus	Km	Km	N\$

ALTERATIONS, REPAIRS AND REPLACEMENT PRICE SCHEDULE*

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

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

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

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

Priced Activity Schedule Authorised By:

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

We, the undersigned, hereby accept in full the NUST General Terms and Conditions, and hereby offer this bid, in conformity with the requirements of NUST as per RFQ.

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NUST – 007/2026

[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 Performance Offered	of and Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
CABLING UTP ITEMS CAT 6 MOLEX/KRONE/DATAZONE			
1	Cable Cat 6 UTP Grey Drum 500m		
2	Fly Lead 1m Cat 6		

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
3	Fly Lead 3m Cat 6			
4	Fly Lead 5m Cat 6			
5	Cat 6 RJ45 boot and Plug set			
6	Keystone Cat 6 Clipsal / Modclip			
7	Cat 6 Patch Panel 24 Port Fully Loaded			
8	Installation of network point per point			
9	Network point labelling and testing (with test results / documentation)			
CABLING UTP ITEMS CAT 6A MOLEX				
10	Cable Cat 6A UTP Grey Drum 500m			
11	Fly Lead 1m Cat 6A			
12	Fly Lead 3m Cat 6A			
13	Fly Lead 5m Cat 6A			
14	Cat 6A RJ45 boot and Plug set			
15	Keystone Cat 6A Clipsal / Modclip			
16	Cat 6A Patch Panel 24 Port Fully Loaded			
17	Installation of network point per point			
18	Network point labelling and testing (with test results / documentation)			
CABINETS (FREE STANDING OR MOUTABLE) (two different sizes depending on depth, doors and height. Some are glass whilst others are perforated)				
19	Cabinet 6U			
20	Cabinet 9U			
21	Cabinet 12U			
22	Cabinet 18U			
23	Cabinet 27U			
24	Cabinet 34U / 38U			
25	Cabinet 42U			
26	Cabinet 47U			
27	Cabinet fans pair			

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
28	Cabinet Electric 6 way 16A			
29	Cabinet Electric 10 / 12 way 16A			
30	Cabinet Tray			
31	Brush panel (short - long base)			
32	Mounting and installation of Cabinet			
33	PDU type			
FIBRE ITEMS - LC CONNECTION Single Mode or Multi Mode Fibre				
34	4 Core HDD Fibre Cable per meter			
35	8 Core HDD Fibre Cable per meter			
36	12 Core HDD Fibre Cable per meter			
37	24 Core HDD Fibre Cable per meter			
38	24 Port Unpopulated Fibre Patch Panel			
39	Fibre LC - LC 1m Fibre Patch Cord			
40	Fibre LC - LC 2m Fibre Patch Cord			
44	Installation of fibre cable per meter			
45	Splice Protector			
46	Fusion slicing per core			
47	Fibre testing and labelling per core (with test results / documentation)			

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
ROUTES / TRUNKING				
48	16X25 Ega PVC Trunking			
49	25x40 Ega PVC Trunking			
50	40x40 Ega PVC Trunking			
51	Single Compartment Powerskirting			
52	Single Compartment Powerskirting End Caps			
53	Single Compartment Powerskirting bend / corner			
54	Double Compartment Powerskirting			
55	Double Compartment Powerskirting End Caps			
56	Double Compartment Powerskirting bend / corner			
57	Data Cradle and Face plate set			
58	4x4 Databox set			
59	Wire Mesh type			
61	50mm sleeve			
62	110mm sleeve			

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

Labour charges: Bidder to complete the labour and travel rates per hour/km in below table:

Item	Unit	Quantity	Rate (2026-2029)
First callout	Hour	1 call out	N\$
Labour per hour	Hour	1 hour	N\$
Travel to and from campus	Km	Km	N\$

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: **NCS/RFQ/NUST – 007/2026**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from 01 August 2026 or date of last signature by both parties.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 01 June 2028.
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 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N\$5 000 000 _____
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr Jefta Ampueja <i>Head: Health, Safety and Environmental</i> Department of Facilities

	rgabriel@nust.na +264 83 207 2314
GCC 4.2 Contract Price	The amount payable is as per price activity schedule.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall be adjustable.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NUST – 007/2026

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Bid Securing Declaration		
Company profile, past experience and references where similar services have been provided		
A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).		
A valid original or certified copy of the company's good standing Tax Certificate (<i>Ministry of Finance Inland Revenue</i>).		
A valid original or certified copy of the company's good standing Social Security Certificate (<i>Social Security Commissioner</i>).		
A valid original or certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998		
Submit signed Bid Submission Form (complete and return with the bid)		
A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.		

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

EVALUATION AND QUALIFICATION CRITERIA

BIDDING EVALUATION PROCESS

The bids will be evaluated in three stages, namely, stages one, two and three, respectively, by the Bid Evaluation Committee (BEC) appointed by the Accounting Officer and subsequently submitted to the Procurement Committee for recommendation of award to the successful bidder/s.

STAGE 1: MANDATORY DOCUMENTATION AND ELIGIBILITY CRITERIA (PASS/FAIL)

The following are mandatory documents to be submitted by bidders; non-submission of documents outlined below is an automatic disqualification, the bidder cannot be evaluated for Stage 2 Technical.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

No	Document Name	Yes/No
1	A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).	
2	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
3	An original or valid certified certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission.	
4	A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998.	
5	A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid)	

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

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

STAGE 2: TECHNICAL EVALUATION (100 MARKS)

TECHNICAL EVALUATION CRITERIA AND SCORING

a) Bidders scoring 70% and more will be considered for financial evaluation.

Details of Technical Evaluation Markings (for structured cabling network services)	
	Max Marks
1. Contractor Experience (30 Points) Assess the bidder's experience in providing structured cabling and network infrastructure installation services. A Curriculum Vitae (CV) of the proposed Contract Manager must be submitted. • More than 5 years' relevant experience = 30 points • 3–5 years' relevant experience = 20 points • Less than 3 years' relevant experience = 0 points	30
2. Company Profile (10 Points) Bidders must provide a detailed company profile offering goods and services similar to the bid and indicating the following: • Business addresses and contact details • Number of employees • Geographical area of operation • Office facilities and operational capacity Scoring: • Detailed and comprehensive company profile submitted = 10 points • Basic company profile submitted with limited information = 5 points • No company profile submitted = 0 points	10
3. References for Similar Work (25 Points) Submission of at least three (3) recent references (2021-2025) for structured cabling or network infrastructure projects. References must include the client's name, nature of the project, contact person, telephone number and email address. • Three (3) references successfully verified = 25 points • Two (2) references successfully verified = 15 points • One (1) reference successfully verified = 5 points • No references successfully verified = 0 points	25
4. Personnel Qualifications (10 Points)	10

Assess the qualifications and certifications of the technical personnel proposed for the provision of structured cabling and fibre optic installation services. Bidders must submit CVs and copies of relevant certifications for the personnel proposed for this contract. • Qualified technicians with relevant structured cabling and/or fibre installation certifications, including at least one certified fibre splicing technician = 10 points • Qualified technicians with relevant certifications provided, but no certified fibre splicing technician = 5 points • Limited or insufficient evidence of relevant technical qualifications and certifications = 2 points • No evidence of qualified or certified technical personnel provided = 0 points	
5. Testing and Certification Capability (25 Points) Assess the bidder's ability to verify and certify installed cabling infrastructure. Evidence of access to testing equipment must be provided through proof of ownership, calibration certificates, lease agreements, rental agreements, or formal access arrangements. • Access to both copper certification equipment (Fluke or equivalent) and fibre testing equipment (OTDR or equivalent) demonstrated = 25 points • Access to either copper certification equipment or fibre testing equipment demonstrated = 15 points • Limited testing capability demonstrated = 5 points • No testing or certification capability demonstrated = 0 points	25
TOTAL MARKS-Technical	/100

Financial Evaluation

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

Only Service Providers scoring 70% or more will be considered for financial evaluation.

STAGE 3: PRICE EVALUATION

The bidder, having submitted the lowest evaluated responsive bid price and qualified to perform the task, shall be selected for the contract award.

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

MARGIN OF PREFERENCE

No.	Category	Documentary Evidence	Margin of preference
1	Manufacturer	- Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined as per the cost structure for Value Added Calculation, and as certified by an Accountant	2%
2	Micro, Small and Medium Enterprise	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership	1%
3	Women owned enterprise	- 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	- 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	- 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	- Declaration and proof that the bidder meets the requirements set out in the bidding document	1%
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