



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

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EXPRESSION OF INTEREST

PREQUALIFICATION PROCESS

FOR THE PROVISION OF INTERIOR DESIGN SERVICES FOR THE NUST HOTEL SCHOOL

PROCUREMENT NO: CS/EOI/NUST-010/2026

PROJECT TITLE:

PROVISION OF INTERIOR DESIGN SERVICES

ISSUED ON: 10 JULY 2026

CLOSING DATE: 14 August 2026

CLOSING TIME: 12H00 (NAMIBIAN TIME)

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

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EXPRESSION OF INTEREST

KEY REQUIREMENTS DOCUMENT

1. BACKGROUND

The Namibia University of Science and Technology (NUST) invites Expressions of Interest (EOI) from suitably qualified and experienced interior design firms to provide professional interior design services for the Hotel School's commercial guest rooms and foyer. The project aims to enhance these spaces with a modern, high-end aesthetic that improves guest comfort, functionality, durability, and overall visual appeal. The successful service provider will be expected to develop innovative and cost-effective design solutions that align with current hospitality industry standards and support the Hotel School's commercial and training objectives.

2. ELIGIBILITY REQUIREMENTS

2.1 Administrative Mandatory Compliance

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

No	Document Name	Please tick
1	Attach a valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).	
2	Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid).	
3	Attach a valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate.	
4	A valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998, (valid at the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued.	
5	A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on the Government letterhead (the	

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

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

2.2 TECHNICAL DOCUMENTS REQUIREMENTS

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

No	Technical Requirements Evaluation Criteria	Please tick
1	Company Profile: Demonstrated organisational capacity, years in business, and relevance to interior design services. (Attach company profile)	
2	Portfolio of Past Projects: Evidence of at five (5) similar interior design projects completed in the last five (5) years (2021–2025). Includes scale, complexity, and success.	
3	Client References: The Bidder must attach at least three (3) reference letters from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description project that were executed in the last three (3) years (2022 to 2024) . The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. (Attach three reference letters) .	
4	Team Capability: Profiles of key personnel, including qualifications and experience in interior design. (Attach three short profiles of lead interior designer, project manager, and other technical staff who will work on this project)	
5	Company Infrastructure & design software: The bidder must attach evidence of availability of suitable design studio or office facilities, and design software such as Computer-Aided Design (CAD), Revit, BIM, SketchUp, AutoCAD, or equivalent design software, 3D rendering and visualisation capabilities	
6	Approach, Methodology & Project execution: The Bidders shall submit a detailed methodology describing how they will undertake the interior design assignment for the NUST Hotel School guest rooms, foyer, and related spaces <i>(Attach service delivery plan)</i>	

Bidders who do not score more than 70% as per the evaluation matrix included in this document will not be shortlisted for the project.

3. SERVICE PROVIDERS REQUIREMENTS

Expressions of Interest (EOIs) are invited from established and experienced interior design firms specialising in hospitality, commercial, and institutional interior design projects. This prequalification process is intended for service providers with a proven track record in the design and refurbishment of guest accommodation, reception areas, and other hospitality-related spaces.

This invitation is open to local firms that possess the required technical expertise, creative design capabilities, financial capacity, and adequate management and human resource resources necessary to successfully deliver projects of this nature and scope. Firms must be able to demonstrate experience in developing innovative, functional, and aesthetically appealing interior design solutions that enhance guest experience, optimise space utilisation, and comply with applicable building regulations, accessibility requirements, and industry standards.

The service provider should have the capacity to provide comprehensive interior design services, including concept development, space planning, material and furniture specifications, visual presentations, and implementation support, while ensuring cost-effective and sustainable design outcomes

The purpose of this EOI is to assess the capability, capacity, and track record of potential service providers for prequalification onto the University's supplier database, and no pricing submissions are required at this stage.

4. SUBMISSION OF PROPOSAL

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

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

14 August 2026

12h00 (local time)

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

Late quotations will be rejected. Quotations received by email will not be considered.

4.1 EXPENSES INCURRED BY THE PARTICIPANT

NUST will not be responsible for or pay for any expenses or losses which may be incurred by any tenderer in connection with the preparation and submission of this Expression of Interest and the subsequent presentation of solutions as shortlisted service providers.

4.1 FACILITIES TO BE PROVIDED BY NUST

NUST will provide the successful Service Provider(s) with reasonable access to the Hotel School facilities, including guest rooms, foyer areas, and other relevant spaces, for site inspections, measurements, consultations, and design assessments. Relevant information, drawings, and operational requirements, where available, will be provided to support the development of the interior design proposals.

All information shared by NUST shall be treated as confidential and used solely for the purpose of this engagement. Service Providers will be required to comply with all applicable confidentiality, data protection, health and safety, and institutional requirements during the execution of the assignment.

5. SHORTLISTING OF SERVICE PROVIDERS

Upon completion of the EOI evaluation process, the University shall shortlist responsive and qualified practitioners and select one service provider for the project.

6. PREQUALIFICATION EVALUATION CRITERIA

The following evaluation criteria shall be applied to shortlisted service providers. The bidder must meet the following mandatory requirements and the technical requirements to be considered:

STAGE 1: MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Requirements	Responsive or Not Responsive
Attach a valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).	
Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid).	
Attach a valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate.	
A valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998, (valid at	

the deadline of submission of bid) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued.	
A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on the Government letterhead (the document is attached complete and return with the bid)	

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

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

TECHNICAL REQUIREMENT EVALUATION CRITERIA

Requirement Description	Max Marks
Detailed Company Profile: Demonstrated experience in interior design of hospitality facilities including tourism accommodation, reception areas, restaurants, shops and other facilities such as offices (Attach company profile) • A detailed company profile indicating the following: = 20 points ✓ A clear description of services in line with the bid request. ✓ Business addresses (trading, telephone numbers, contact persons and email) ✓ Demographics (number of employees) ✓ Geography (operation coverage) ✓ Physical Facilities (office space, industrial equipment etc) • Company profile not narrated and missing key elements = 10 points • No company profile attached= 0 point	20
Client References: The Bidder must attach at least three (3) reference letters from various State-Owned Companies or private companies where similar projects in size, application, and scope and a brief description project that were executed in the last three (3) years (2022 to 2024). The letter must be on client letterhead, indicating the contact person, telephone number, email address, and the value of the project completed. (Attach three reference letters). (Attach three reference letters). • At most 3 references were attach=20 points • At most 2 references were attach= 10 points • At most 1 reference was attach =3 points • No reference was attach = 0 points MUST reserve the right to verify the reference letters provided.	20
Professional & Team Capability: Profiles of key personnel (e.g. Lead Interior Designer, Interior Architect, CAD Technician, Project Manager/Administrator etc.). <i>(Attach CVs)</i> • Profile that demonstrates Lead Interior Designer/Interior Architect should have minimum of 8 years' experience= 15 points • Profile that demonstrates Lead Interior Designer/Interior Architect with at least 5 years relevant experience= 5 points • No profiles were attached that meet requirements =0 points	15
Company Infrastructure, Resources and Design Capabilities: Availability of adequate design infrastructure, software, equipment, and resources necessary to successfully deliver interior design services. Bidders must provide evidence of design studio or office facilities, Computer-Aided Design (CAD), Revit, BIM, SketchUp, AutoCAD, or equivalent design software, 3D rendering and visualization capabilities. Access to material libraries, sample boards, and specification resources, adequate technical and administrative support resources. • Evidence of fully established design infrastructure, software, equipment, and resources submitted= 30 points • Limited or incomplete evidence of design infrastructure and resources = 10 points • No evidence submitted = 0 points	30

Approach, Methodology & Project execution: Bidders shall submit a detailed methodology describing how they will undertake the interior design assignment for the NUST Hotel School guest rooms, foyer, and related spaces (<i>Attach service delivery plan</i>) The methodology should include: • Project inception and briefing process. • Site assessment and data collection. • Concept development and mood boards. • Space planning and design development. • Material, furniture, finishes, and equipment specification. • 3D visualizations and presentations. • Stakeholder consultation and approval process. • Project implementation support and quality assurance. • Project timelines and deliverables • Detailed methodology with clear workflows, project stages, timelines, and implementation approach= 15 points • Methodology provided but lacks detail or clarity = 5 points • No methodology submitted = 0 points	
TOTAL MARKS-Technical	15 /100

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