



REQUEST FOR SEALED QUOTATIONS

**FOR THE SUPPLY AND DELIVERY OF PRINTED EXAMINATION AND TEST BOOKLETS TO THE NAMIBIA
UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) CAMPUSES FOR 3 YEARS**

Procurement Reference No: G/RFQ/NUST – 012/2026

Date of Issue: 03 August 2026

Closing Date and Time: 14 August 2026

BIDDER'S NAME:		
CONTACT DETAILS:	TELEPHONE:	
	EMAIL ADDRESS:	
BLACK AND WHITE EXAMINATION BOOKLETS TOTAL QUOTED AMOUNT (INCLUSIVE VAT):		
BLUE EXAMINATION BOOKLETS TOTAL QUOTED AMOUNT (INCLUSIVE VAT):		
TEST BOOKLETS TOTAL QUOTED AMOUNT (INCLUSIVE VAT):		

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.

Initial: _____



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Office of the Bursar

13 Jackson Kaujeua Street
Private Bag 13388
Windhoek
NAMIBIA

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



Letter of Invitation

Dear Prospective Supplier

Subject: Request for Sealed Quotations for the supply and delivery of printed Examination and Test booklets for the Namibia University of Science and Technology (NUST) campuses for three years

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the items described in detail hereunder.

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

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

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

Yours faithfully,

Rosemary Tjombonde-Kakuuai
Secretary to the Procurement Committee

SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

NUST reserves the right:

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

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

The Quotation validity period shall be **180 calendar** days from the submission deadline date.

4. Eligibility Criteria

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

No	Document Name	Please tick
1	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	A valid original or certified copy of the company's good standing certificate from the	

	Social Security Commission.	
4	A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998.	
5	A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid)	
6	Submit signed Bid-securing Declaration	

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

5. Mandatory Sample Provision

NUST requires that all bidders submit one (1) sample of each of the three (3) types of examination booklets together with their bid submission. These samples are necessary for evaluating print quality, finishing, binding method, paper specifications, and overall compliance with the technical requirements of this tender. The sample booklets provided must be based on the watermarked mock content included in this bidding document as Annexures A, B, and C. These mock samples are supplied solely for replication and demonstration purposes and are deliberately watermarked for security reasons to prevent unauthorised reproduction, misuse, or circulation.

Bidders are required to:

- Reproduce all three booklet types exactly according to the specifications as per the specimen artwork provided in PDF format (Annexures attached to this bid document).
- The sample booklets shall be reproduced using the same equipment, materials, production processes and quality control procedures proposed for execution of the contract
- Ensure the mock content remains intact, visible, and unaltered
- Return the physical samples as part of the technical submission
- Bear all costs related to the printing, preparation, and delivery of the required samples. All costs associated with producing and submitting the three sample booklets shall be borne entirely by the bidder and are not reimbursable by NUST.
- Failure to provide all three required sample booklet types will result in disqualification from further evaluation.

6. Site Inspection

NUST will conduct a **mandatory site inspection** of the premises of all shortlisted bidders that pass the technical evaluation criteria to verify their ability to securely print, handle, store, and manage sensitive examination materials. The purpose of the inspection is to confirm that the bidder meets the required security, operational, and quality standards before award of contract.

6.1 Outcomes of the site inspection:

- a) The site inspection will be used to verify the accuracy of information submitted by the bidder. Where minor discrepancies or deficiencies are identified, the evaluation committee may adjust the score awarded for the affected criterion accordingly.
- b) Failure by a bidder to grant access to its premises, equipment, records, or personnel reasonably required for the site inspection may result in disqualification from the procurement process.

c) A bidder shall be disqualified where the site inspection reveals any of the following:

- Material misrepresentation of information submitted in the quotation;
- Absence of critical equipment or facilities claimed in the submission;
- Inability to demonstrate the production capacity required for the assignment;
- Significant non-compliance with the RFQ requirements;

Inadequate security controls that may compromise the confidentiality of examination materials

6.2 NUST reserves the right to:

- i) Request corrective action reports,
- ii) Revisit the premises if required,
- iii) Disqualify a bidder for security breaches or inability to meet minimum standards.

7. Bid Securing Declaration

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

8. Delivery

Delivery shall be within **30 calendar days** after acceptance/issue of Purchase Order. Deviation in the delivery period shall be considered if such deviation is reasonable or as agreed with NUST.

9. Sealing and Marking of Bids

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

10. Submission of Bids

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

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

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

Late quotations will be rejected.

11. Opening of Bids

Quotations will be opened internally by the NUST immediately after the closing time referred to in instruction eight (8) above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the NUST

website www.nust.na and available to any bidder on request within three working days of the Opening.

12. Evaluation of Bids

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

13. Technical Compliance

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

The Specifications, Performance Requirements, and Compliance Sheet, Annexure A and Eligibility criteria on page 36 details the minimum specifications of the goods/items to be supplied. The specifications must be met, but no credit will be given for exceeding the specifications.

14. Prices and Currency of Payments

Bids shall be fixed in Namibian Dollars.

15. Margin of Preference

Not applicable to this bid.

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

Formula to calculate margin of preference:

$$A = MP \times PB$$

100

In which the formula:

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

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

MARGIN OF PREFERENCE

No.	Category	Documentary Evidence	Margin of preference
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1	Manufacturer	- Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, 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

16. Award of Contract

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

17. Notification of Award and Debriefing

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

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

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

Bid addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
Procurement Reference Number:	G/RFQ/NUST – 012/2026
	Supply and Delivery of the printing of Examination and Test booklets for Namibia University of Science and Technology (NUST) campuses for 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 Invitation for Bids referenced above.

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

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

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

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

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

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

Bid Authorised by:

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

Appendix to Quotation Letter

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

Date: ____/____/____]

Procurement Ref No.: G/RFQ/NUST – 012/2026

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

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

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

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

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

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

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

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

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

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

Corporate Seal (where appropriate)

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

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

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: *Procurement of corporate promotional items*

Procurement Ref No. G/RFQ/NUST – 012/2026

		INSTRUCTIONS TO THE PUBLIC BODY			INSTRUCTIONS TO BIDDERS					
		At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. [To be filled by the Public Entity]			<u>Bidders shall fill-in columns E – I and fill the total.</u> E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	AA	B	C	D	E	F	G	H	I	
Item no.	Item name	Description of item	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1	Test booklets	Extent: 4 Pages Cover, 8 Pages Text Final size, A4 210 mm x 297 mm Flat Size: 420 mm x 297 mm Print Cover: 1/1 coloured Black/Black Print Text: 1/1 coloured Black/Black Paper: Cover - Bond White 80 gsm Paper:Text - Bond White 80 gsm Finishing: Gang stitched and trimmed to size x 1 Sample: artwork of demo provided in bid document	100 000	EA						
2	Black and White Examination booklets	Extent: 4 Pages Cover, 16 Pages Text Final Size: A4 210 mm x 297 mm Flat Size: 420 mm x 297 mm Print Cover: 1/1 coloured Black/Black	100 000							

		Print Text: 1/1 coloured Black/Black Paper: Cover - Bond White 80 gsm Paper: Text - Bond White 80 gsm Finishing: Gang stitched and trimmed to size. Extra: Cover to be Perforated x 1 x 1 Sample: artwork of demo provided in bid document								
3	Blue Examination booklets	Extent: 4 Pages Cover, 16 Pages Text Final Size: A4 210 mm x 297 mm Flat Size: 420 mm x 297 mm Print Cover: 1/1 coloured Black/Black Print Text: 1/1 coloured Black/Black Paper: Cover - Bond Blue 80 gsm Paper: Text - Bond White 80 gsm Finishing: Gang stitched and trimmed to size. Extra: Cover to be Perforated x 1 x 1 Sample: artwork of demo provided in bid document	50 000							
							TOTAL			
		NAME:	POSITION:	SIGNATURE					DATE	
		NAME OF COMPANY:	ADDRESS:							

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

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

Currency: Exchange Rate:

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

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NUST – 012/2026

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

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	See SECTION III: LIST OF GOODS AND PRICE SCHEDULE FOR DETAILED SPECIFICATIONS		

Specifications and Compliance Sheet Authorised By:

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

Section VII. Special Conditions of Contract17

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods **Ref. G/RFQ/NUST – 012/2026** on the website of the Public Entity [www. nust.na](http://www.nust.na) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NUST –012/2026**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is: Namibia University of Science and Technology 13 Jackson Kaujeua Windhoek West
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010 .
Notices GCC 8.1	Any notice shall be sent to the following addresses: Manager Procurement Namibia University of Science and Technology Private Bag 13388 Windhoek bidbox@nust.na For the Supplier, the address and contact name shall be: _____ _____ _____ _____

Initial: _____

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Subject and GCC clause reference	Special Conditions
Dispute GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:
Special and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. Bidder to indicate delivery period. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made no later than thirty days after submitting an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The price shall not be adjustable to the fluctuation in the exchange rate.
Payment Method GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	No performance security is required.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: In accordance with manufacturer packaging
Insurance GCC 24	Goods supplied under the Contract shall be fully insured in Namibian dollars against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery until the transfer of ownership to NUST.
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid (DDP)

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Subject and GCC clause reference	Special Conditions
Inspection and Tests GCC 26.1	The inspection and tests shall be upon done before suppliers' delivery of goods and signing the delivery note.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4% contract price per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 1 year
Repair and replacement. GCC 28.5	The period for repair or replacement shall be: 30 days

Attachment: Price Adjustment Formula

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

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

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

$$a+b+c = 1$$

in which:

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

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

- a = *[insert value of coefficient]*
 b = *[insert value of coefficient]*
 c = *[insert value of coefficient]*

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

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

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

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

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

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- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

- The cost structure should be certified by a Certified Accountant

BID CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NUST – 012/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or a valid certified copy of a partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements (Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees/partners).		
Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid)		
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate;		
A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on Government letterhead (Attached)		

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		
Completeness of document: all bidding documents completed, signed, initialled and submitted.		

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

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

Evaluation and Qualification Criteria

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

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

The bidder must meet the following mandatory requirements.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
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 (NAMRA) .	
A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner) .	
A valid original or certified copy of the Affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	

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

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

At this stage, the bidder's submission will either be responsive or none responsive. None responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

Technical Evaluation Criteria

Details of Technical Evaluation Markings	
	Max Marks
Service Provider's compliance with paper specifications (<i>Marks for the criterion and sub-criteria to be inserted by the Employer</i>)	
Bidder should quote for and provide a sample that complies with all required booklet specifications i.e. paper type, cover material, finish, size, layout, and binding as per bid specifications listed in Section III List of Goods and Price Schedule in bid document: - Complies fully with booklet specifications= 25 points - Minor deviations that do not materially affect functionality or quality=15 points - Significant deviations from specifications=5 points - No sample submitted or sample materially non-compliant= 0 points	25
Sub Total (A)	25
Service Provider's Experience (<i>Marks for the criterion and sub-criteria to be inserted by the Employer</i>)	
Service Provider should have a minimum of 5 years' experience in printing services of highly confidential, sensitive or secure material and provide completion certificates, purchase orders, contracts and CV of contract manager for this contract as evidence of years if experience - More than 5 years meeting above criteria=10 points 4-5 years meeting above criteria= 5 points - Less than 4 years = 0 points	10
Provide a detailed Company Profile in line with the printing service required (Attach Profile) - A detailed company profile indicating the following: = 10 points ✓ Business addresses (trading, telephones numbers, contact persons and email) ✓ Demographics (number of employees) ✓ Geography (operation coverage) ✓ Physical Facilities (offices space) - Company profile not clearly narrated = 5 points - No company profile attached= 0 point	10

Attach proof of three (3) relevant recent contract references for similar printing services with matching evidence of previous printing work done (2021-2025) (Reference verification will be done) – These references should include the name of the entity, nature of contract, contact person and office telephone number and email address • At most 3 references including 3 sample evidence of previous work done = 10 points • At most 2 references including 2 sample evidence of previous work done= 5 points • At most 1 reference including 1 sample evidence of previous work done = 2 points • No reference with no sample evidence of work done = 0 points Bidders will be informed to collect their sample evidence of previous work done after the bid award is made.	10
Sub Total (B)	30
Production Methodology, Quality Assurance & Organisational Capacity (Marks for the criterion and sub-criteria to be inserted by the Employer)	
Quality Assurance and Submission Quality The bidder must submit a detailed and structured Production Methodology and Quality Assurance Plan demonstrating how they will ensure consistent, high-quality printing of examination booklets. The plan should be realistic, comprehensive, and aligned with the tender specifications, covering all stages of production: pre-press, press, post-press, quality control, packaging, and delivery. The methodology must be supported by verifiable evidence and shall be assessed together with the submitted sample booklet and, where applicable, findings from the site visit. • Fully detailed plan with methodology highlighting: Includes a complete production workflow, clearly outlines Quality Assurance processes at all stages, describes security measures for sensitive printing, provides a realistic, time-bound production schedule, explains staff roles & organisational capacity, includes contingency measures for risk events, shows strong alignment with tender specifications, presents information in a clear, professional format= 10 points • Methodology Plan submitted but generic or lacking detail= 5 points • No methodology plan attached= 0 points	10
Key personnel (Print Supervision) Key personnel with a minimum of three (5) years' experience in printing of confidential documentation (Submission of a CV of Printing Supervisor for this contract) • More than 5 years= 10 points • 3-4 years= 5 points • Less than 3 years = 0 points	10
Organisational chart indicating key personnel (attach chart) • Detailed organogram chart attached = 5 points • No organogram chart attached= 0 point	5
Sub Total (C)	25

Security Measures, Production Capacity & Delivery Timeline (Marks for the criterion and sub-criteria to be inserted by the Employer)	
The bidder must provide proof of current set-up to demonstrate the strength, reliability, and demonstrable effectiveness of the bidder's security infrastructure and procedures for handling confidential examination materials. Security measures must be in place for sensitive printing, such as measures to secure confidentiality, restricted access to premises, and watermark/security features for sensitive printing. NUST reserves the right to conduct a site visit to verify the existence, adequacy and operational effectiveness of the security measures submitted. Scores may be adjusted based on the site visit findings • Comprehensive security measures supported by documented SOPs, access control measures, secure storage arrangements, confidentiality procedures, evidence of security printing capabilities and successfully verified during the site visit = 10 points • Security measures submitted but not comprehensive, or partially verified during the site visit = 5 points • No security measures submitted, or security measures cannot be verified during the site visit = 0 points	10
Production Capacity & Back up equipment to meet timelines The bidder must demonstrate its ability to meet NUST's required production volumes, delivery timelines and security requirements by providing details of printing equipment, production capacity, staffing levels, standard lead times, backup equipment and contingency arrangements. NUST reserves the right to conduct a site visit to verify the availability, condition and operational readiness of the equipment and resources indicated in the bidder's submission. • Clear and realistic implementation plan supported by equipment inventory, production timelines, contingency arrangements, and all resources successfully verified during the site visit = 10 points • Plan submitted but lacking sufficient detail, or resources only partially verified during the site visit = 5 points • No implementation plan submitted, or production capacity cannot be verified during the site visit = 0 points	10
Sub Total (D)	20
TOTAL MARKS-Technical (A+B+C+D)	/100

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

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



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Tell No.: _____

Fax No.: _____

Email Address: _____

Postal Address: _____

Full name of Owner/Accounting Officer: _____

Email Address: _____

2. PROCUREMENT DETAILS

Procurement Reference No.: _____

Procurement Description: _____

Anticipated Contract Duration: _____

Location where work will be done, good/services will be delivered:

3. UNDERTAKING

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

of _____ *[insert full name of company]*

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

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

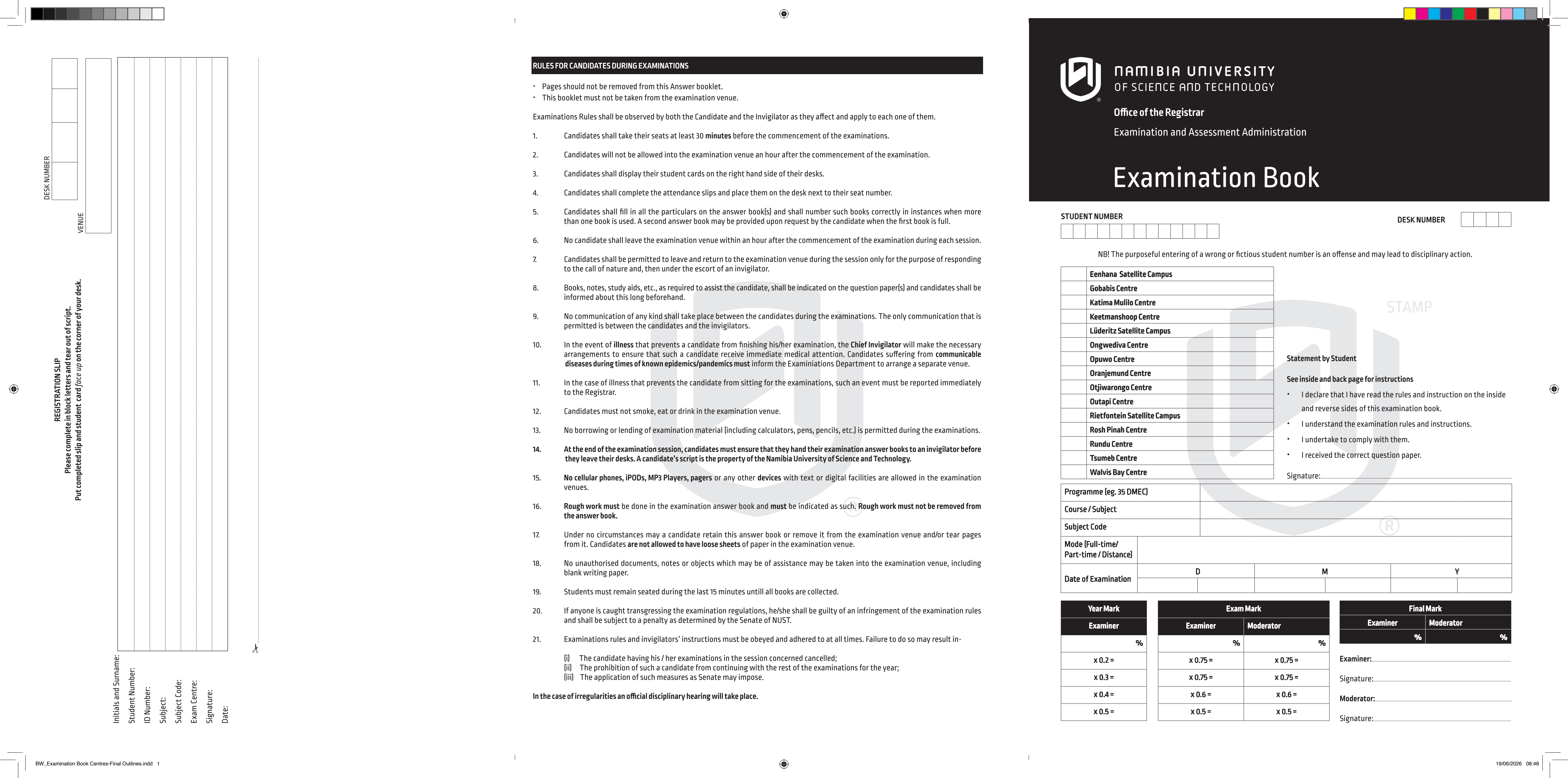
Signature: _____

Date: _____

Seal: _____

Please take note:

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



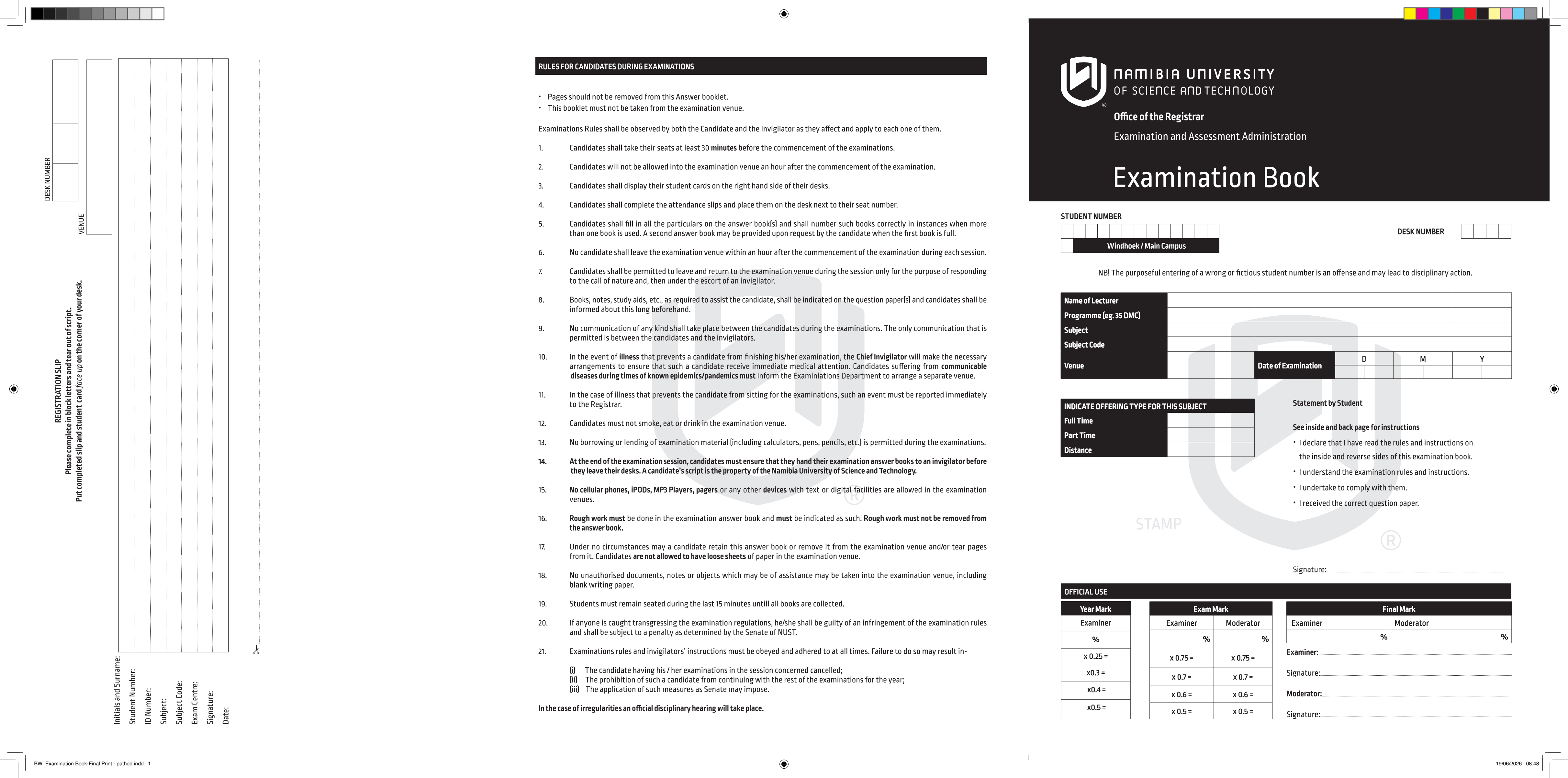


For use of
Examiner / Moderator
only

Recording of Marks

Question	Examiner Mark	Moderator Mark
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Script Total		
Paper Total		
Exam Mark %		

REGISTRATION SLIP
Please complete in block letters and
tear out of script

[illegible]

Registration Slip and Examination Book Template

REGISTRATION SLIP
Please complete in block letters and tear out of script.
Put completed slip and student card face up on the corner of your desk.

DESK NUMBER

VENUE

Initials and Surname:

Student Number:

ID Number:

Subject:

Subject Code:

Exam Centre:

Signature:

Date:

RULES FOR CANDIDATES DURING EXAMINATIONS

- Pages should not be removed from this Answer booklet.
- This booklet must not be taken from the examination venue.

Examinations Rules shall be observed by both the Candidate and the Invigilator as they affect and apply to each one of them.

1. Candidates shall take their seats at least 30 **minutes** before the commencement of the examinations.
2. Candidates will not be allowed into the examination venue an hour after the commencement of the examination.
3. Candidates shall display their student cards on the right hand side of their desks.
4. Candidates shall complete the attendance slips and place them on the desk next to their seat number.
5. Candidates shall fill in all the particulars on the answer book(s) and shall number such books correctly in instances when more than one book is used. A second answer book may be provided upon request by the candidate when the first book is full.
6. No candidate shall leave the examination venue within an hour after the commencement of the examination during each session.
7. Candidates shall be permitted to leave and return to the examination venue during the session only for the purpose of responding to the call of nature and, then under the escort of an invigilator.
8. Books, notes, study aids, etc., as required to assist the candidate, shall be indicated on the question paper(s) and candidates shall be informed about this long beforehand.
9. No communication of any kind shall take place between the candidates during the examinations. The only communication that is permitted is between the candidates and the invigilators.
10. In the event of **illness** that prevents a candidate from finishing his/her examination, the **Chief Invigilator** will make the necessary arrangements to ensure that such a candidate receive immediate medical attention. Candidates suffering from **communicable diseases during times of known epidemics/pandemics must** inform the Examinations Department to arrange a separate venue.
11. In the case of illness that prevents the candidate from sitting for the examinations, such an event must be reported immediately to the Registrar.
12. Candidates must not smoke, eat or drink in the examination venue.
13. No borrowing or lending of examination material (including calculators, pens, pencils, etc.) is permitted during the examinations.
14. **At the end of the examination session, candidates must ensure that they hand their examination answer books to an invigilator before they leave their desks. A candidate's script is the property of the Namibia University of Science and Technology.**
15. **No cellular phones, iPods, MP3 Players, pagers** or any other **devices** with text or digital facilities are allowed in the examination venues.
16. **Rough work must** be done in the examination answer book and **must** be indicated as such. **Rough work must not be removed from the answer book.**
17. Under no circumstances may a candidate retain this answer book or remove it from the examination venue and/or tear pages from it. Candidates **are not allowed to have loose sheets** of paper in the examination venue.
18. No unauthorised documents, notes or objects which may be of assistance may be taken into the examination venue, including blank writing paper.
19. Students must remain seated during the last 15 minutes until all books are collected.
20. If anyone is caught transgressing the examination regulations, he/she shall be guilty of an infringement of the examination rules and shall be subject to a penalty as determined by the Senate of NUST.
21. Examinations rules and invigilators' instructions must be obeyed and adhered to at all times. Failure to do so may result in-
 - (i) The candidate having his / her examinations in the session concerned cancelled;
 - (ii) The prohibition of such a candidate from continuing with the rest of the examinations for the year;
 - (iii) The application of such measures as Senate may impose.

In the case of irregularities an official disciplinary hearing will take place.

NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Office of the Registrar

Examination and Assessment Administration

Examination Book

STUDENT NUMBER

DESK NUMBER

Windhoek / Main Campus

NB! The purposeful entering of a wrong or fictitious student number is an offense and may lead to disciplinary action.

Name of Lecturer

Programme (eg. 35 DMC)

Subject

Subject Code

Venue

Date of Examination

D

M

Y

INDICATE OFFERING TYPE FOR THIS SUBJECT

Full Time

Part Time

Distance

Statement by Student

See inside and back page for instructions

- I declare that I have read the rules and instructions on the inside and reverse sides of this examination book.
- I understand the examination rules and instructions.
- I undertake to comply with them.
- I received the correct question paper.

STAMP

Signature:

OFFICIAL USE

Year Mark	Exam Mark		Final Mark	
Examiner	Examiner	Moderator	Examiner	Moderator
%	%	%	%	%
x 0.25 =	x 0.75 =	x 0.75 =		
x0.3 =	x 0.7 =	x 0.7 =		
x0.4 =	x 0.6 =	x 0.6 =		
x0.5 =	x 0.5 =	x 0.5 =		

Examiner:

Signature:

Moderator:

Signature:

BW_Examination Book-Final Print - pathed.indd 1

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Registration



For use of
Examiner / Moderator
only

Recording of Marks

Question	Examiner Mark	Moderator Mark
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Script Total		
Paper Total		
Exam Mark %		

REGISTRATION SLIP
Please complete in block letters and
tear out of script



Examination and Assessment Administration

Test Book

Test Number

Indicate your Centre with an X	
	Gobabis
	Katima Mulilo
	Keetmanshoop
	Eenhana Satellite Campus
	Opuwo
	Otjiwarongo
	Rundu
	Tsumeb
	Walvis Bay
	Windhoek Academic Dev and Support and Satellite Campuses (ADSSC)
	Lüderitz Satellite Campus
	Ongwediva
	Outapi
	Rietfontein Satellite Campus

See inside and back page for instructions

- I declare that I have read the rules and instructions on the inside and reverse sides of this test book
- I understand the test rules and instructions.
- I received the correct test paper.
- I declare that: I have read the current rule AC3.2 on academic honesty and integrity and undertake to comply with this rule.

Student Signature:.....

Mark	%	Mark	%	Mark	%

Lecturer/Tutor's Signature	Moderator's Signature:
Date Marked:	Date Moderated:



Test Rules for Students

1. Distance education students, who commit themselves to studies at the Namibia University of Science and Technology, will be expected to attend compulsory vacation school tutorials and tests as set down for the relevant courses. No provision is made for students who engage in other commitments during this period, which could interfere with their studies, e.g.: job-related commitments [local and abroad], out-of-town work, etc. Reference to compulsory attendance of vacation school tutorials and tests shall be stipulated in the first tutorial letter of the relevant courses. Distance education students will have the opportunity to write a 2nd opportunity/make-up test on the pre-determined dates similar to full-time and part-time students if they were unable to write or fail the scheduled tests as set out in the Test Information Sheet, the Information Manual for Distance Education Students, the Pocket Guide and in the First Tutorial Letter. There will be no provision made to any student if he/she failed to write the 2nd opportunity/make up test.
2. Indicate your student number, course name and course code, e.g. Financial Accounting 101, FAC511S, and the test number on the test cover page before submission of a test.
3. Ensure that all information as requested on the test cover page is completed and correct. Incorrect or incomplete information will prevent it from being accepted for marking.
4. Candidates shall take their seats at least 30 minutes before the commencement of the test.
5. Candidates will not be allowed into the test venue an hour after the commencement of the test.
6. Candidates shall display their student cards on the right hand side of their desks.
7. Candidates shall complete the attendance register.
8. No candidate shall leave the test venue within an hour after the commencement of the test during each session.
9. Candidates must not smoke, eat or drink in the test venue. ®
10. No borrowing or lending of test material [including calculators, pens, pencils, etc.] is permitted during the sessions.
11. No cellular phones, iPods, MP3 Players, pagers or any other devices with text or digital facilities are allowed in the test venues, unless stated otherwise.
12. Under no circumstances may a candidate retain this answer book or remove it from the test venue and/or tear pages from it. Candidates are not allowed to have loose sheets of paper in the test venue.
13. At the end of the test session, candidates must ensure that they hand their test answer books to an invigilator before they leave their desks. A candidate's script is the property of the Namibia University of Science and Technology.
14. If anyone is caught transgressing the examination/test regulations, he/she shall be guilty of an infringement of the examination/test rules and shall be subject to a penalty as determined by the Senate of NUST.





ANSWER SHEET



Lecturer's comments



Markers answers

