



Notice to Prospective Suppliers

Request for the Submission of Company Profiles for the Provision of Goods and Services to the Namibia University of Science and Technology.

Purpose

The Namibia University of Science and Technology ("NUST" or "the University") is hereby inviting prospective suppliers interested in supplying goods and services to the University for the 2017/2018 financial year, to submit the relevant documentations. Companies should clearly indicate the type(-s) of goods and services they wish to render which should correspond with the nature of business stated in the founding statement or amendment thereto.

The needs of NUST for the 2017/2018 Financial Year are as follows, but not limited to:

1. Goods

- Books and Manuals
- Cleaning Materials and Equipment
- Equipment, Tools and Materials
- Food and Beverages Supplies
- Gifts and Promotional Material
- ICT Hardware and Software
- Laboratory Chemicals
- Linen and Kitchen Utensils
- Maintenance of Equipment, Tools and Related Materials and Supplies
- Medical and Clinical Supplies
- Newspaper, Periodicals, and Other Media
- Publicity Materials
- Office Furniture
- Pharmaceuticals Products
- Promotional Items
- Refreshments
- Security Equipment and Related Supplies
- Sport Wear and Related Sport Supplies
- Stationary/General Office Supplies
- Uniforms, Corporate Wear and Protective Clothing

- Quantity Survey Services
- Research Services
- Other Consultancy Services

4. Non-Consultancy Services

- Accommodation in Various Towns
- Advertisements
- Air Tickets and Transportation Services
- Biomedical Waste Removal Services
- Branding and Marketing Services
- De-bushing
- Entertainment Services (Live band, Cultural Group Performance, etc.)
- Events Management and Decorations
- Flowers
- Hiring Event Tents, Chairs and Tables
- Hiring of Foreign Experts
- Hospitality and Catering Services
- Laundry Services
- ICT Services
- Photographic Services
- Printing
- Refuse Removal
- Rental of Photocopiers
- Rental of Warehouse and Storage
- Replacement/Refilling of Gas Bottles
- Services of Air Conditioners and Fire Extinguishers
- Services of Operational Equipment (e.g. elevators)
- Services of Security Systems (Access Control and Surveillance Cameras)
- Short training Courses, Symposiums and Workshops
- Translation, Printing of Materials
- Transport Expenses Including Fuel Expenses
- Internet Connectivity

2. Works

- Building Materials
- Civil Services
- Civil Engineering
- Construction and Renovation of NUST Infrastructures
- Electrical and Mechanical Services
- Operational Equipment and Office Equipment
- Pest Control and Fumigation Services

3. Consultancy Services

- Architectural Services
- Audit Services (internal and external)
- Engineering Services

The documents outlined below are mandatory in order to be eligible to participate in the provision of goods and services:

1. A valid Company Registration Certificate, clearly indicating shareholders and principals' contact details.
2. An original valid Good Standing Tax Certificate.
3. An original valid Good Standing Social Security Certificate.
4. A valid Affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that a bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
5. A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.
6. Valid Certified Copy of Registration as an SME (for bids served for SMEs).

NUST has the right to:

1. Ask for additional information when evaluating companies' profiles.
2. Conduct site inspections of the company's premises.
3. Reject a company profile, based on our evaluation process.

Closing Date for Submission: 30 June 2017 at 12:00 AM

Submissions of profiles are to be done in sealed envelopes to:

Bid Box
Administration Building
First Floor, Office No. A1.02
Namibia University of Science and Technology

Enquiries:

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