



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Office of the Bursar

Procurement Management
Unit

NOTICE TO SERVICE PROVIDERS/SUPPLIERS

Compulsory Use of NUST Official Purchase Orders for all Procurement of Goods, Services and Works

Namibia University of Science and Technology (NUST) notifies all its service providers/suppliers to only deliver goods, services and works after being issued with an official and valid NUST Purchase Order (PO).

The PO constitutes a contractual relationship between the service provider and the procuring entity, i.e., NUST, under which the rights and obligations of the parties are governed by the Public Procurement Act, 15 (Act No. 15 of 2015). This will ensure the protection of both parties, as NUST will only pay for goods, services, and works received when the relevant Institutional policies have appropriately authorised them. Applying this means that NUST cannot pay invoices received without a duly authorised purchase order.

To avoid unnecessary payment delays, the supplier should provide goods/services/works to the University **ONLY** when issued with a valid PO. **NO** other intent from the University would suffice. No service provider should, under any circumstances, accept verbal instructions from the University officials.

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